

Technical Exhibit 14

IMO Mission Statements

The purpose of this exhibit is to provide prospective Service Providers (SP) insight into the scope and complexity of this mission.

This Technical Exhibit includes the Mission Statement provided by each Information Management Office servicing a District, Division, or Center. The Mission Statements were furnished by the current service providers and outline the IMIT services expected in the current “as is” structure for each location. The prospective SP is only furnished this information to help understand the incumbent’s estimated historic workload reflected in Technical Exhibit 2 and to highlight any special missions or relationships that currently exist or that may be included in an existing MOA or MOU. Prospective SPs should not let this data restrict their use of creative or innovative performance solutions that successfully meet the performance requirements stated throughout the contract.

Note: The library function is excluded from the A-76 IMIT Competitive Sourcing even though it is listed in the Mission Statements.

This data was collected in 2004 and 2005. It is not all-inclusive and may not precisely represent the situation at the time of the advertisement of the solicitation.

TECHNICAL EXHIBIT 14

INFORMATION MANAGEMENT MISSION STATEMENTS

The following Information Management Office (IMO) Mission Statements represent the mission of the listed offices to provide IT/IM services in the current “as is” structure. The Service Provider (SP) is only provided this information to understand the historic workload listed in TE-02, and to highlight any special missions or relationship that currently exist or are reflected in the MOU/MOA TE. *NOTE: Library Function is excluded from the A-76 IM/IT Competitive Outsourcing even though it is listed in the following Mission Statements.*

Great Lakes and Ohio River Division, CELRD

(Huntington District supports CELRD with their IM/IT requirements).

Buffalo District, CELRB

INFORMATION MANAGEMENT OFFICE

MISSION: Serves as an administrative and advisory staff office, exercising principle staff actions, planning, and policies relating to Information Management (IM). The civil works and military missions of the Information Management Office will be accomplished by organizational elements with responsibilities as follows:

FUNCTIONS:

Office of the Chief

1. Supports and advises the District Commander, the technical operating divisions and other staff support elements in all the Information Mission Area (IMA) activities as set forth in the AR-25 series, and other related regulations, bulletins, pamphlets, and publications. The IMA encompasses communications, radios, telecommunications, automation, visual information services, records management, library management, mail, and publishing, and printing management. The activities are performed by the Information Requirements, Planning, and Support Branch and the Information, Integration, and Implementation Branch.
2. Administers and provides command guidance on the information assurance (IA) program. This administration includes the preparation, administration, and documentation of the district's Defense Information Technology Certification and Accreditation Program (DITSCAP) for the district's local area network (LAN), and the administration of the district's Information Assurance Vulnerability Alert (IAVA) compliance and reporting process.

3. Acts as co-chair of the district's Information Resources Steering Committee (IRSC) which is responsible for the strategic and tactical planning of information technology (IT) within the district.
4. Supports the U.S. Army Information Signal command (USAICS) mission by performing assigned responsibilities and reporting IMA activities as required through Division to the Directorate of Information Management (DIM), HQUSACE.
5. Responsible for the preparation of all upward reporting requirements associated with IM functions.
6. Prepares and submits the District IMA budget and the IM operating budget. Manages the expenditure of funds within the approved IMA budget. Serves on the PBAC committee and is responsible for establishing the dollar needs of the District's IMA Program.
7. Responsible for the formulation of guidance for District needs, within the framework of general policies by higher authority for IM activities.

Information Requirements, Planning and Support Branch

1. Prepares, maintains, and monitors the execution of the District's Information Management Plan.
2. Validates requirements and coordinates procurement approval for IM hardware and software to ensure efficient utilization. Ensures compatibility of the District's information systems and applications.
3. Formulates District long and short-range IM goals, objectives, and priorities.
4. Manages a technical and legal library, selecting, acquiring, organizing, and retrieving material in support of technical, scientific and regulatory information needs. Prepares bibliographies, literature searches, and abstracts as part of the service.
5. Provides approval authority, within regulatory constraints, for requisition of periodicals and books, and receives, stores, and issues same.
6. Assists in the preparation of the IM budgets, and ensures continuity with the Information Management Plan.
7. Responsible for the planning of all automation activities (hardware and software), including computer programming, customer assistance, communications (voice and data), and telecommunications operations.

8. Provides database administration for the District, to include Oracle and Xbase applications. Each functional proponent is responsible for the operation of the individual programs.

9. Provides visual information services to the District which include:

(a) Photographic visual aid support for District activities involving still and motion pictures, aerial and ground photography in black and white and color, and videotape.

(b) Determination of photographic equipment and supply requirements for the District, and acquisition approval of same.

© Production of speaker support slides from flat art or line art photographing up or adding colors and/or backgrounds as desired.

(d) Graphic arts and illustration services to the District.

(e) Administration of contracts providing printing, binding, and photo-reduction and composing services. Determines essentiality and requirements of reproduction methods, systems and processes. Obtains contract support through GSA and/or the Government Printing Office (GPO) Regional Printing Procurement Program.

10. Approval authority for, and management of all copying machines in the District.

11. Responsible for Records Management services that include:

(a) The planning, management, development, and direction of the records administration program for the District.

(b) Ensuring that sound management practices are used in correspondence methods, file systems, maintenance and disposition and other records management matters.

(c) Regularly scheduled and special records management surveys of the District offices covering files maintenance, records disposition and other records management matters.

(d) Periodic review of all records and determining actions to be taken to eliminate useless records or transfers to temporary archival storage.

(e) Recommendations for the establishment and maintenance of uniform procedures and systems for filing and maintenance of current and non-current records.

(f) Providing technical advice for microfilm systems and methods including location; use of microfilm; use of equipment; and methods of filing, retrieval, holding, and destruction.

(g) Technical assistance in developing and justifying microphotography systems.

(h) Micrographic support for authorized Microform Document of Information System (MICRODIS) projects.

(i) Establishing policy for and direction of the forms management program. Responsible for control over the essentiality, design, and production of local forms.

(j) Management of the records holding area and the District's laser optical storage contracts.

Information, Integration, and Implementation Branch

1. Develops, maintains, and supports computer applications and software systems, (business, scientific, and technical), of all systems throughout the District, and the installation and modification of off the shelf and other Corps developed software. The installation, operation, and maintenance of the District Water Control Data System are the responsibility of the Technical Services Division, in compliance with ER1110-2-249, Management of Water Control Data Systems, dated 31 Aug 94.

2. Responsible for implementation of IM security including the Automation COOP. Coordinates with the Security Manager in accordance with AR 25-2.

3. Responsible for management and operation of communication facilities, including telephone and office automation computers, and the management of radio facilities.

4. Responsible for:

(a) Operation and management all servers and the LAN.

(b) Maintenance and installation of District software.

(c) Computer equipment maintenance and support.

(d) Management of support contracts issued for computer services

(e) Communications (telephones, radio, LAN).

5. Assists in developing alternative methods to meet District automation demands and how best to integrate planned applications with current hardware.

6. Responsible for the handling of incoming and outgoing mail.

Chicago District, CELRC

INFORMATION MANAGEMENT OFFICE

MISSION: Serves as an administrative and advisory staff office, exercising principle staff actions, planning, and policies relating to Information Management (IM). The civil works and military missions of the Information Management Office will be accomplished by organizational elements with responsibilities as follows:

FUNCTIONS:

Office of the Chief

1. Supports and advises the District Commander, the technical operating divisions and other staff support elements in all the Information Mission Area (IMA) activities as set forth in the AR-25 series, and other related regulations, bulletins, pamphlets, and publications. The IMA encompasses communications, radios, telecommunications, automation, visual information services, records management, and library management. The activities are performed by the Information Management team.
2. Administers and provides command guidance on the information assurance (IA) program. This administration includes the preparation, administration, and documentation of the district's Defense Information Technology Certification and Accreditation Program (DITSCAP) for the district's local area network (LAN), and the administration of the district's Information Assurance Vulnerability Alert (IAVA) compliance and reporting process.
3. Acts as co-chair of the district's Information Resource Management Committee (IRMC) which is responsible for the strategic and tactical planning of information technology (IT) within the district.
4. Responsible for the preparation of all upward reporting requirements associated with IM functions.
5. Prepares and submits the District IMA budget and the IM operating budget. Manages the expenditure of funds within the approved IMA budget. Serves on the PBAC committee and is responsible for establishing the dollar needs of the District's IMA Program.
6. Responsible for the formulation of guidance for District needs, within the framework of general policies by higher authority for IM activities.

Information Management Team

1. Prepares, maintains, and monitors the execution of the District's Information Management Plan.
2. Validates requirements and coordinates procurement approval for IM hardware and software ensure efficient utilization. Ensures compatibility of the District's information systems and applications.
3. Formulates District long and short range IM goals, objectives, and priorities
4. Provides approval authority, within regulatory constraints, for requisition of periodicals and books, and receives, stores, and issues same.
5. Assists in the preparation of the IM budgets, and ensures continuity with the Information Management Plan.
6. Responsible for the planning of all automation activities (hardware and software), including computer programming, customer assistance, communications (voice and data), and telecommunications operations.
7. Provides database administration for the District, to include Oracle applications. Each functional proponent is responsible for the operation of the individual programs.
8. Provides visual information services to the District which include:
 - (a) Provides support for Video TeleConferencing (VTC)
 - (b) Provides support to all audio-visual equipment in LRC's conference rooms.
 - (c) Provides support for digital imaging
9. Responsible for Records Management services that include:
 - (a) The planning, management, development, and direction of the records administration program for the District.
 - (b) Ensuring that sound management practices are used in correspondence methods, file systems, maintenance and disposition and other records management matters.
 - (c) Regularly scheduled and special records management surveys of the District offices covering files maintenance, records disposition and other records management matters.
 - (d) Periodic review of all records and determining actions to be taken to eliminate useless records or transfers to temporary archival storage.

(e) Recommendations for the establishment and maintenance of uniform procedures and systems for filing and maintenance of current and non-current records.

(f) Providing technical advice for microfilm systems and methods including location; use of microfilm; use of equipment; and methods of filing, retrieval, holding, and destruction.

(g) Technical assistance in developing and justifying microphotography systems.

(h) Micrographic support for authorized Microform Document of Information System (MICRODIS) projects.

(i) Establishing policy for and direction of the forms management program. Responsible for control over the essentiality, design, and production of local forms.

(j) Management of the records holding area.

10. Develops, maintains, and supports computer applications and software systems, (business, scientific, and technical), of all systems throughout the District, and the installation and modification of off the shelf and other Corps developed software.

11. Responsible for implementation of IM security including the Automation COOP. Coordinates with the Security Manager in accordance with AR 380-19.

12. Responsible for management and operation of communication facilities, including telephone and office automation computers, and the LAN management. Responsible for management of radios and technical issues associated with the CD-ROM, and optical disc services.

13. Responsible for:

(a) Operation and management all servers and the LAN.

(b) Maintenance and installation of District software.

(c) Computer equipment maintenance and support.

(d) Management of support contracts issued for computer services

(e) Communications (telephones, radio, LAN, VTC)

14. Assists in developing alternative methods to meet District automation demands and how best to integrate planned applications with current hardware.

Detroit District , CELRE

INFORMATION MANAGEMENT OFFICE

MISSION. Serves as an administrative and advisory staff office, exercising principal staff actions, planning, and policies relating to Information Management (IM). The civil works and military missions of the Information Management Office will be accomplished by organizational elements with responsibilities as follows:

FUNCTIONS. Supports the District Information Mission Area (IMA) responsibilities as set forth by AR 25-1, AR 25-5, and other related regulations, bulletins, pamphlets and publications.

Office of the Chief:

Responsible for overall program and provides general oversight for all IM activities in the district. Provides staff advisory services to the District Commander in carrying out information management responsibilities. Represents district needs to the CELRD, other districts, HQUSACE, and other federal agencies. Manages the development and implementation of IM policies in the district. Serves as Visual Information (VI) Manager for the District.

Resource Integration Branch:

1. Provides IT planning & acquisition support and Information Assurance/Security for District. Also, provides Records Management, support for Districts mail, printing.

a..Validates requirements and coordinates acquisition approval for IMA hardware and software requirements to ensure efficient utilization. Ensures compatibility of the District's information systems and applications.

b. Monitors execution of the District's Information Management Plan (IMP).

c. Plans, implements, and monitors information systems security in the district.

d. Responsible for implementation of IMA security. Coordinates with District Security officer IAW AR 380-19

e. Serves as the Printing/Reproduction Control Officer.

f. Plans, directs, manages and supervises all mandated record control functions, Including Records Management, the Records Holding Area, Machine Readable Records, Correspondence Management, Publications and Directives, and Forms Management.

g. Administer the District's Alternate Files Program.

h. Responsible for district Official Mail program, including mailroom contract postage and package management, and mail distribution.

Systems Support Branch:

Provides hardware and software support for the District computer Users.

a. Implements information systems, ensuring that all software and hardware is compatible, whether requisitioned within IMO or other district organizations.

b. Provides Help Desk support for all IM related resources.

c. Provides user support in all areas of IM resources related to automation.

d. Evaluates new equipment and software for possible use in fulfilling the District mission.

e. Provides District Data Base Administration.

Systems Operation Branch:

Provides system administration for the Local Area Network (LAN), COMSEC, and communication systems.

a. Provide support including troubleshooting, diagnostics cabling and Connectivity for District's AIS, Local Area Network and CEAP network

b. Plans, implements, and monitors the district Copier programs.

c. Manages the district's Communications Master Plan; provides for and/or obtains all IM communication services.

d. Manages and operates District's Communications Systems including private line, Video Teleconference, voice, and data networks.

e. Serves as district COMMSEC officer/custodian, and stores the district's Classified Records.

f. Serves as the District's Webmaster.

g. Provides system administrative support for District Computer Aided Designing/Drafting (CADD) and Geographic Information Systems (GIS), and Local Area Network.

Huntington District, CELRH

(Supports the Great Lakes and Ohio River Division for their IM/IT Requirements).

INFORMATION MANAGEMENT OFFICE

MISSION. The Information Management Office (IMO) is a staff office responsible for assisting the District Commander in the Information Mission Area (IMA), which encompasses the activities and programs associated with the functional areas of communications, automation, visual information, records management (including libraries), publications and printing, and their supporting personnel, equipment, services, and facilities. The IMO supports the U. S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMA activities as required through the Great Lakes and Ohio River Division (CELRD) to the Directorate of Information Management, USACE. The Chief of Information Management is the point of contact on all matters pertaining to the IMA, serves as the IMA Staff Officer, advises the District Commander, and manages IMA activities.

FUNCTIONS.

Office of the Chief.

1. Establishes District IMA goals, objectives, and priorities.
2. Ensures responsibility for the formulation of District plans, policies, and procedures within the framework of general policies by higher authority for guidance of information-management activities.
3. Provides information-management consultative and advisory services to organizational elements.
4. Coordinates IMA activities with Great Lakes and Ohio River Division IMO.
5. Ensures responsibility for validating and approving information system requirements.
6. Prepares and submits operating budgets for IMA resources. Manages the expenditure of funds within approved IMA budget. Provides other organizations with direct and indirect IMA costs.
7. Directs, coordinates, and supervises the IMO's Information Requirements and Planning Branch, Information Integration and Implementation Branch, and Customer Assistance Center.

8. Provides operational support to the Great Lakes and Ohio River Division Office in all IM functional areas.

Information Requirements and Planning Branch.

1. The Information Requirements and Planning Branch is responsible for the analysis, design, evaluation of, and long- and short-range strategic planning for, and implementation of project management for all information- management systems operating within the District's IMA.
2. Formulates District plans (including security plans), policies, and procedures pertaining to implementation and use of computer and data-communication systems.
3. Prepares and maintains the District's Information Management Strategic Plan regarding long and short-range planning for the District's IMA, and monitors its execution for effectiveness.
4. Performs technical analysis, design, evaluation, and project management for implementation of all information-management systems (including hardware and software requirements) operating within the District's IMA.
5. Ensures compatibility of all the District's IMA-related systems and applications, including all hardware, off-the-shelf software, and communication equipment. Approves computer hardware and software acquisition.
6. Provides consultative services and assistance to automation users as required.
7. Plans for district automation and systems training.

Information Integration and Implementation Branch.

1. The Information Integration and Implementation Branch is responsible for data-base, and Local Area Network (LAN) and Wide Area Network (WAN) administration; information-management systems and data-communications installation, implementation, and operational and maintenance support; and communications systems (radio, telecommunications, and telephone) management.
2. Ensures responsibility for systems-support activities, including:
 - (a) Implementing IMA automation and telecommunications security.
 - (b) Planning, coordinating, and administering Continuity of Operations Plan (COOP) concerning automation.

(c) Procuring, implementing, maintaining, and ensuring the integrity of the District's LAN and WAN.

(d) Web page and application design, development, deployment, and maintenance.

(e) systems design, development, implementation, and maintenance of information management systems.

(f) District database administration.

(g) Data-base design, development, deployment, and maintenance.

(h) Procuring, tracking, and implementing ADPE and data-communication systems.

(i) Maintaining inventories of computer equipment and software.

(j) Maintaining all District mainframe and microcomputers and associated equipment, such as terminals, printers, plotters, tape drives, and modems.

(k) Ensures responsibility for Computer Room operations, including IMO's mainframe computer systems, data-communication systems, and associated peripheral equipment, such as plotters, printers, and tape units.

(l) Operates and provides preventive maintenance for Computer Room systems and peripherals.

(m) Maintains data integrity of IMO's mainframe systems by tape backup methods and management of the tape library.

(n) Operates and maintains various data-communication systems to transmit and receive data from other sites.

(o) Logs and maintains hotline trouble reports and statistics.

(p) Ensures responsibility for communications-systems management, including the technical design, procurement, installation, and maintenance of, and user support for, all District secure and non-secure voice, radio-transmitted-data, and microwave communications systems; all secure and non-secure telephone systems in the District Office; and the District telecommunications system.

(q) Radio Communications.

(1) Designs, develops, implements and maintains all voice, radio-transmitted-data, and microwave communication systems.

(2) Maintains Net Control Station (NCS) for the District radio system.

(3) Provides and maintains radio communications for all types of emergencies and disasters occurring in or outside the District.

(4) Provides base and mobile sub-networks, and maintains radio equipment at District Construction and Operations field locations.

(5) Provides user support, troubleshooting, and repair service for radio and associated electronic devices.

(6) Maintains frequency-authorization assignment list, provides frequency-use reports, and applies for frequency authorization as required.

(7) Maintains inventories of all District radio-communications equipment.

(8) Provides public-address system, taping equipment, and staff for official District functions.

(r) Telephones.

(1) Designs and administers the procurement, installation (including risers), deinstallation, and maintenance of all telephone service for the District Office.

(2) Installs and maintains the secure- telephone service.

(3). Maintains and certifies telephone service for the Emergency Location Site.

(4). Provides user assistance and troubleshooting of telephone services.

(5) Maintains and inventories telephone equipment, including switching equipment, lines, and sets.

(s) Telecommunications.

(1) Operates District's cryptofacility for receipt and transmission of classified and unclassified teletypewriter messages for the District and for other approved agencies.

(2) Responsible for the District's Communications and Security account and COMSEC equipment, materials, and documents.

(t) Customer Assistance Center.

(1) The Customer Assistance Center provides archival, mail, and visual-information services to the District, including liaison with Defense Document Automation Service for printing and reproduction services.

(2) Archives.

(a) Provides a full range of library services appropriate to technical and historical libraries, and provides reference services, acquisition services, and property management for the District's legal library.

(b) Coordinates and directs District Historical Program activities.

(c) Provides and maintains District Learning Center (micro-tutorials).

(d) Receives and controls classified documents.

(e) Administers District Records Management Program, an umbrella of programs which encompasses correspondence, copiers, directives, duplicate emergency files, files disposition and records holding, files equipment, Freedom of Information and Privacy Acts, forms, Management Information Control System, and microforms, comprising:

(3) Providing guidance and instruction for preparation of all district correspondence and maintaining oversight of quality control.

(4) Evaluating requests for self-service copiers and making recommendations for the placement, relocation, or consolidation of self-service copiers, as appropriate; assigns approval control number when recommending approval.

(5) Reviewing and commenting on district draft publications, and assigning local numbers.

(6) Overseeing the Duplicate Emergency Files Program, which ensures that information required is available for essential operations in a national emergency .

(7) Operating and maintaining the district's Records Holding Area .

(8) Evaluating all District records, electronic and paper-based files, and their maintenance and records disposition programs.

(9) Reviewing all District file plans for accuracy in identifying the records of the office.

(10) Administering the Freedom of Information and Privacy Acts to provide for the release of information.

(11) Ensuring that privacy statements are included on forms and questionnaires seeking personal information from an individual.

(12) Reviewing all new and revised forms to ensure that they are essential and that each request is fully justified.

(u) Mail Room

(1) Provides mail services, including incoming receipt, sorting, internal distribution, and outgoing distribution.

(2) Administers commercial meter and postage-stamp program for District Office and field offices

(3) Provides a suspense date ("tickler") system for incoming mail and messages.

(4) Coordinates all postage matters with field offices.

(5) Maintains the District regulations library and the District reading files.

(6) Advises elements concerning bulk mailings to ensure compliance with USPS guidelines.

(7) Provides facsimile message services.

(v) Visual Information (VI).

(1) Provides graphic-design services in conjunction with a broad range of technical, administrative, and promotional products.

(2) Provides photography and related support services.

(3) Provides photocomposition and desktop-publishing services.

(4) Provides consultative services regarding all aspects of graphic design, development, and production of Government VI products.

(5) Designs and fabricates interpretive exhibits.

(6) Monitors District's VI equipment and supplies.

(7) Designs, publishes, and updates the District Phone Book.

(w) Writer-Editor

Provides IMO and the District's other organizational elements with writing, editing, and related document-design and other consultative services in conjunction with a broad range of Government documents, including especially key technical and management reports.

Louisville District, CELRL

INFORMATION MANAGEMENT OFFICE

Office of the Chief:

Responsible for the direction of all activities within Information Management (IM) Office. IM encompasses communications (voice and data), automation (including office automation, hardware, and software), audiovisual information, libraries, information security, freedom of information, records management, reports management, publications, mail services, and printing. Serves as the District point of contact on all matters pertaining to IM, advises the District Commanders, and manages IM activities. Directs, coordinates, and supervises the organizational elements of the IM Office.

1. Information Services Branch.

a. Planning and Accounts Management Team.

(1) Responsible for the formulation of District plans, policies and procedures, within the framework of general policies by higher authority, for guidance of information management activities.

(2) Prepares, maintains, and monitors the execution of the District's Information Technology Investment Portfolio.

(3) Establishes District Information Management goals, objectives, and priorities. Reviews input for the District's long- and short-range plans. Performs an evaluation of the hardware, software, and communications requirements. Recommends or approves plans within delegated authority.

(4) Responsible for validating requests and coordinating acquisition approval for IM hardware and software requirements to ensure efficient utilization. Ensures compatibility of the District's information systems and applications. Prepares or review automated equipment specifications, monitors acquisition and maintains IM equipment inventories. Ensures requirements are acquired in accordance with the GSA Information Technology Management Reform Acts of 1996 (ITMRA). Monitors utilization of IM equipment and software.

(5) Manages the design, development, implementation, and augmentation of all District Communication systems such as radio, telephone and data.

(6) Manages expenditure of funds within approved IM budget. Coordinates, plans, and exercises overall management of IM PRIP requirements and budgets for IM equipment to be acquired under this program.

(7) Coordinates District customer (user) assistance/support in all IM areas such as the utilization of IM equipment, data communications, and office automation equipment. F-1 CELRLR 10-1-2 Appendix F 25 July 2003

(8) Provides typesetting, printing, binding, reproduction, and production support. Determines essentiality and requirements of reproduction methods, systems and processes for mission accomplishment. Obtains contract support through Document Automated Production Service (DAPS) and/or the Government Printing Office (GPO) Regional Printing Procurement Program.

(9) Responsible for the implementation of applicable security systems.

b. Records Management and Mail Team.

(1) Responsible for the Mail Management of the District, provides internal mail and message services, and handles incoming and outgoing mail. Responsible for records, reports, suspense mail, and facsimile services.

(2) Responsible for the shipment of all plans and specs and other small packages in the Division and District.

(3) Administers the District's Records Management Program, operates the records holding area, plans and conducts ARIMS training for District Records Coordinators.

(4) Responsible for implementing the Freedom of Information and Privacy Act Program.

(5) Responsible for the District's self-service copier program.

(6) Manage the District's micrographics program.

(7) Performs duties of Publications Control Officer, orders and distributes regulations, maintains record-copy library of regulations.

(8) Validates justifications and is the District's approval authority for all self-service copiers, filing and micrographics equipment.

(9) Administers the District's Duplicate Emergency Files program.

(10) Responsible for the District Office Forms Management Program and the periodic review of all forms in use to eliminate unnecessary and obsolete ones.

(11) Responsible for the implementation of applicable security systems.

(12) Provides assistance with library and technical information searches for individuals and offices.

(13) Performs the functions of selection, acquisition, processing, storage, retrieval, and dissemination of information in support of District projects and activities. This includes preparation of bibliographies, literature searches and abstracts.

(14) Maintains a catalogue of shareware, freeware, and demonstration software.

(15) Maintains ACRONYMS file and other specialized files on LAN.

(16) Responsible for implementation of applicable security systems.

(17) Responsible for control of COMSEC account and/or COMSEC material.

(18) Responsible for STU-III classified communications program.

(19) Operates the District's classified and unclassified message document control center. Responsible for initial receipt and control of classified documents including central storage.

c. Computer Services Branch.

1. Systems Administration and Programming Team.

(a) Performs systems analysis, design, and development using both in-house and contractual resources. Responsible for database design, data security, and program maintenance.

(b) Ensure integration of software within the District, including off-the-shelf products and applications on various platforms. Performs system and application programming and coordinates implementation as well as information systems for decision makers.

(c) Provides technical support (advice, guidance, and assistance) to automation customers. Responsible for initial implementation of software for computer systems. Provides support for District IMA training.

(d) Responsible for oversight and support of the District's WEB Program. Designs, develops, establishes, and maintains the Command Home Page. Provide technical support for Pagemasters and assigns access privileges as necessary. Ensure compliance with all applicable regulations.

(e) Provides database administration support for the District on all Corps Corporate databases.

(f) Provides support to managers in assessing computer training needs. Designs and delivers some training courses.

(g) Responsible for the implementation of applicable security systems.

2. Network Team.

(a) Performs technical evaluation of information plans including hardware, software, and communications. Implements and integrates information systems in accordance with the District's IM plan including the LAN and its components.

(b) Manages electronic mail program in the District office.

(c) Maintains the Local Area Network (LAN) and District Wide Area Network (WAN). Coordinates services with Corps of Engineers Enterprise Information System (CEEIS) Network.

(d) Provides system administration and management for the District's central computers. Includes establishing user accounts and permissions on local servers and configuring network printers.

(e) Plans IM security in conjunction with the District Security Officer, AR 380-19. Oversees the establishment, issuance and maintenance of user's identification and passwords for Corp's systems.

(f) Responsible for planning and management of IMO COOP responsibilities and Management Information Control Systems (MICO), AR 335-15.

(g) Responsible for implementing applicable security systems.

3. Customer Support Team.

(1) Serves as government liaison with contracted Help Desk.

(2) Verifies cleaning of hard drives on all excessed computers.

(3) Establishes user's identification and passwords for network, dial-in, and AIS access using the UPASS system; requests additional access as needed; maintains records of same, including owner agreement and security training certification.

(4) Issues electronic signature cards for CEFMS and coordinates issuance of Common Access Cards; maintains records in accordance with regulations.

(5) Provides technical assistance for operation and repair of radio communications in the District.

(6) Responsible for operation and maintenance of all District telephone and data communications systems. Administers PBX servers, including adds, changes, and deletes for phones, voicemail, and voice recognition system.

(7) Responsible for the implementation of applicable security systems.

d. Contracted Help Desk.

(1) Staffs the Customer Support help desk.

(2) Provides user assistance and troubleshooting for both hardware and software.

(3) Maintains the District's IMA equipment.

(4) Responsible for implementation of applicable security systems.

e. Audiovisual Team.

(1) Provides computer graphics, photography, video, illustration, miscellaneous visuals, exhibits, VTC and audio services.

(2) Responsible for implementation of applicable security systems

Nashville District, CELRN

INFORMATION MANAGEMENT OFFICE

MISSION: Serves as an administrative and advisory staff office, exercising principle staff actions, planning, and policies relating to Information Management (IM), with the exception of Records Management Program. The civil works and military missions of the Information Management Office will be accomplished by organizational elements with responsibilities as follows:

FUNCTIONS:

Office of the Chief:

1. Responsible for overall program and provides general oversight for all IM activities in the district.
 - a. Provides staff advisory services to the District Commander in carrying out information management responsibilities.
 - b. Represents district needs to the CELRD, other districts, HQUSACE, and other federal agencies.
 - c. Manages the development and implementation of IM policies in the district.
2. **Customer Assistance Team:** Provides hardware and software support for the district's computer and communications users. This includes all phases from planning to operational support.
 - a. Implements information systems, ensuring that all software and hardware is compatible, whether requisitioned within IMO or other district organizations.
 - b. Provides user support in all areas of IM resources related to automation.
 - c. Plans, implements, and monitors information systems security in the district.
 - d. Evaluates new equipment and software for possible use in fulfilling the district mission.
 - e. Serves as COR for the computer programming contract and computer network and desktop support contract.
 - f. Manages the district's Communications Master Plan; provides for and/or obtains all IM communication services.

g. Operates communications systems including teletype, private line, voice, and data networks.

h. Serves as district COMSEC officer/custodian, and operates the district Classified Records Center.

i. Operates the district Radio Center network and radio base central station.

3. Support Services Team: Provides support to district Information Management activities, including print and publication liaison, and technical and legal libraries.

a. Plans, directs, manages and supervises Publications and Directives Management and Forms Management.

b. Responsible for district Official Mail program, including postage and package management, mail distribution, and COR for the Mailroom contract.

c. Responsible for the Freedom of Information Act and the Privacy Act programs, and the Management Information Control program.

d. Prepares and monitors the Information Mission Area (IMA) Master Plan for the district, and the IMO budgets.

e. Manages and operates the technical and scientific library, including document searches and other research assignments.

f. Provides oversight for the Legal Library.

g. Serves as the Printing/Reproduction Control Officer.

4. Visual Information Team: Provides audiovisual/graphics support to the district.

a. Provides for and/or obtains all audiovisual, image processing, illustration, and audiovisual services, and provides ground and aerial photographic coverage.

b. Designs, develops, and produces camera-ready artwork, graphics, pamphlets, brochures, and three-dimensional exhibits for the district. Maintains a slide depository and photographic library.

c. Serves as Visual Information (VI) Manager for the district.

Pittsburgh District, CELRP

INFORMATION MANAGEMENT OFFICE

MISSION: The Office of the Chief is an advisory and administrative staff office responsible to the District Commander for managing and planning District Information Technology (IT) and Information Mission Area (IMA) activities. The Chief of Information Management (CIM) is the point of contact on all matters pertaining to IMA; serves as the Staff Information Officer; advises the District Commander, staff elements and external customers where appropriate; and manages all IM Activities. Supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMA activities as required through the Division to the Directorate of Information Management (DIM).

FUNCTIONS:

Office of the Chief

1. Directs, coordinates and supervises the following organizational elements.
 - a. Planning and Project Management Branch;
 - b. IT Support & Communications Branch;
 - c. Information Resources Branch.

Planning and Project Management Branch

1. The Planning and Project Management Branch is a staff element responsible for the overall planning and project management for all disciplines in the Information Management Office. These include communications (voice and data), automation (including office automation), audiovisual information, libraries, knowledge management, records management, publications and printing.
2. Establishes District IMA goals, objectives and priorities in conformance with established objectives and guidance from Commander, USAISC and Commander,
3. Responsible for the formulation of District IT architecture plans, policies and procedures within the framework of general policies by higher authority for guidance of information management activities.(3) Responsible for validating requirements and coordinating acquisition approval for IMA hardware and software requirements to ensure efficient utilization and relationship to the organization's mission. Ensures compatibility of the District's information systems and applications.

4. Prepares and maintains the District's Information Technology Portfolio System (ITIPS) and ensures the District has an effective IT capital investment plan in place.
5. Accomplishes and maintains District long-range and short-range planning for IMA functions.
7. Performs and coordinates system analysis, design and development using both in-house and contractual services.
8. Manages and coordinates execution of major District information system implementations, initiatives and transitions.
9. Prepares and submits operating budgets for IMA resources. Initiates and monitors IMA equipment acquisitions and coordinates IMA PRIP requirements. Manages the expenditure of funds with approved IMA budgets.
10. Responsible for District data administration including planning for system optimization and safeguarding of all databases.
11. Responsible for planning and management of records management, printing management, automation COOP and MICO (AR 335-15) functions.
12. Performs and maintains applications systems programming as required.
13. Responsible for database design, development and maintenance and enforces all applicable data administration policies.

IT Support & Communications Branch

1. The IT Support & Communications Branch has a subordinate Help Desk team. It is a combined staff-operating element responsible for furnishing advice, oversight, support, operations and service to all organizational elements of the District for information systems (both automated and non-automated) such as computers and related hardware, off-the-shelf software and in-house software applications; and surveillance, telephone, radio and data communications systems.
2. Implements information systems. Ensures effectiveness of any hardware, software, communications, and information processes (manual or automated) and provides system documentation to the operating elements.
3. Provides advice, troubleshooting, repair and systems support to all District automated information and communications systems and users as required.
4. Performs system analysis, design and development using both in-house and contractual services.

5. Monitors implementation of acquired automated equipment and systems.
6. Responsible for the District's customer (user) support in all IMA areas, such as the utilization of ADP, data communications, office automation equipment and associated software. Staffs and manages the District Help Desk.
7. Responsible for the development, coordination and implementation District training systems within the IMAs.
8. Performs systems and data communications operations to include minicomputer systems, CADD systems, tape library scheduling, local area networks, wide area networks, telephone communications, document management systems, internal and external electronic publishing systems, and input/output control. Develops and maintains standard operating procedures for computer operations.
9. Manages the design, development, implementation, installation, maintenance and augmentation of all radio communication systems. This includes VHF (District and Maritime frequencies) and HF systems consisting of land, mobile, marine and portable units.
10. Manages communications systems to include private voice and data line networks. Coordinates all telephone requests and repairs with District personnel, FTS representatives, local telephone companies and private telephone install/repair contractors.
11. Manages all frequency allocations utilized by the District. Ensures that all regulations set by the National Telecommunications and Information Administration have been fulfilled.
12. Responsible for the design, installation and maintenance of all Power Amplifier warning and intercom related equipment, facility security systems, remote operations and monitoring systems, and video monitoring systems.
13. Responsible for the planning and implementation of IT security. Coordinates with the District Security Officer IAW AR 380-19, DOD Information Technology Security & Certification Program (DITSCAP) and other IT security policies.

Information Resources Branch

1. The Information Resources Branch is responsible for furnishing advice, oversight, support, operations and service to all organizational elements of the District for records, document and correspondence management systems; publishing (electronic and print); and visual information.

2. Responsible for control of COMSEC account and/or COMSEC material.
3. Manages the visual information program to provide creative and effective communication and dissemination of information using still photography, motion media, video/audio recording, graphic arts, models, displays and visual presentation services.
4. Provides computer generated graphics, desktop publishing, internal and external electronic publishing, illustrations, posters, publications, combination media, interactive exhibits, photographs, videotapes and presentation services.
5. Manages the publications and printing program to include the functions of publications control, printing and reproduction control, forms management, copier management and publications stockroom management.
6. Ensures that all District requirements for printing are essential and develops printing procurement contracts through the Defense Printing Service to satisfy these requirements
7. Manages the copier program including evaluating requests for self-service copiers regarding placement, relocation or consolidation.
8. Operates the publications stockroom with responsibility for correct distribution of blank forms and command publications.
9. Administers the forms management program including analyzing requests and creating new/revised local forms. Maintains an inventory and index of forms.
10. Manages the publication control program with responsibility for periodic review of all District publications and maintenance of a record copy collection of regulations and publications applicable to the District.
11. Administers the records management program in order to achieve adequate and proper documentation of the policies and transactions of the District and effective and economical management of District operations and data management.
12. Oversees and operates the District document management system.
13. Provides mail distribution, express mail service, contract and facsimile service for District Office elements. Responsible for District-wide postage metering system including obtaining postage and maintaining records of postage used for audit purposes.
14. Processes all checks received through the mail for specifications and plans, navigation charts, reports and other supplies and services.

15. Operates the secure teletype and the District classified and unclassified message document control center with responsibility for initial receipt and control of classified documents including central storage.
16. Ensures that requests under the Freedom of Information and Privacy Acts are processed promptly.
17. Oversees the District correspondence management program with responsibility for operation of the correspondence suspense system.
18. Provides information searching and retrieval services.
19. Provides expert advice and assistance in the areas of visual information, records management, publishing and printing and libraries to District personnel.

Mississippi Valley Division, CEMVD

INFORMATION MANAGEMENT OFFICE

1. Command and Control.

a. Provides staff oversight of the Division-wide IM/IT program. Serves as the advisor to the Commander for Information Management policy and direction.

b. Leads, manages, and directs the Divisions IMA internal controls programs.

2. Regional Interface. Exercises staff and technical oversight and regional liaison of Division-wide IMA program. Performs Command Inspections and Staff Visits.

3. Program Management.

a. Provides Division-wide policy guidance on IM plans, architectures, policies, and procedures. Reviews District Information Technology (IT) Portfolio's and serves as the MVD IM Planning Delegation Validation Authority (DVA). Reviews and ensures that Districts' Information Mission Area Modernization Plans (IMA MOD Plans) are consistent with applicable regulations and regional Business Center plans. Coordinates and integrates the MVD Division-wide Information Architectures.

b. Implements IM public law, policy, procedures, and standards and guidelines at all organizational levels within the Division.

c. Serves as a member of USACE IT/IM boards and committees. Coordinates, prepares, and reviews upward reporting to higher HQ. Prepares IT/IM material for the CMR, BOD, RMB, Command Inspections, and other executive/HQ performance reviews.

d. Performs strategic planning and direction of the MVD Information Technology infrastructure.

e. Provides decision authority for Life Cycle Management of Information Systems (LCMIS). Ensures that LCMIS is effectively managed and integrated throughout the Division.

f. Serves as the authority for acquisition of Information Technology (IT) resources within MVD.

g. Provides Division-wide oversight on computer and telecommunication systems. Provides technical direction and ensures interoperability of IT installed within the Command. Establishes broad policies and objectives and uses industry standards and guidelines to ensure MVD's compliance with USACE, DA and DoD standards for interoperability and integration.

h. Provides Division-wide oversight of the Division Information Systems Security Program for Automated Information System (AIS) and data communications networks.

i. Serves as the MVD IM Civilian Career Program Manager.

4. Quality Management.

a. Conducts staff visits to District IM Offices to provide quality assurance of the MVD IM program execution.

b. Annually reviews, revises, and/or formulates any portions of the MVD QMP necessary to perform Information Management's quality management role within the MVD.

c. Performs quality assurance of districts' quality processes through internal audits using an integrated approach consistent with the PMBP.

d. Notifies the District leadership of material deficiencies in the quality system and monitors corrective action.

e. Reviews and approves the District prepared Quality Management Plan and appropriate quality control plans.

Memphis District, CEMVM

INFORMATION MANAGEMENT OFFICE

MISSION. The mission of the Information Management Office (IMO) is to direct and coordinate the overall District Information Mission Area (IMA) program with responsibilities as set forth by AR 25-1, AR 25-5 and other related publications. IMA encompasses communications (voice, fax and data), automation (including office automation), visual information, records management, libraries, printing and publications and the supporting personnel, equipment, services and facilities of these functions. The District IMO supports the U.S. Army mission by performing assigned responsibilities and reporting IMA activities as required through the Mississippi Valley Division Information Management Office and the HQUSACE Directorate of Information Management.

FUNCTIONS:

Office of the Chief

The District Chief, Information Management Office is the point of contact on all matters pertaining to IMA, serves as the IMA staff officer, advises the Commander on IMA programs, and manages IMA activities. IMO is responsible for managing acquisition of Information Technology (IT) resources and development of Automated Information Systems (AIS) in accordance with public law, GSA, DOD, DA, and USACE regulations, policies, and guidelines.

District Library.

1. Manages a technical information reference library, selecting, acquiring, organizing and retrieving material in support of technical and scientific information needs. Provides technical support in ordering, cataloging and related services for the District legal library.
2. Prepares bibliographies and performs literature searches as part of the service provided.
3. Maintains multi-media reference materials to include CD-ROM database subscriptions, microfilm, videocassette and audiocassette reference materials.

Information Requirements and Implementation Branch

1. Recommends District IMA goals, objectives and priorities.
2. Develops, maintains, reviews and monitors execution of the District's long and short-range plans for IMA functions. Such plans may include District Information Systems

Plan, annual submission of Information Management Plan and other related IMA master plans.

3. Reviews, modifies and validates requirements and coordinates acquisitions of IMA hardware and software to ensure compliance with applicable policies, guidelines, standards, regulations and public law governing acquisition of IT resources.
4. Responsible for District data administration and data management programs within specified standard systems such as DBA for CEFMS, DBA for UPASS, etc.
5. Develops District IMA training programs, designs course content and coordinates with District and Division training offices to provide the training resources in specified IMA disciplines such as automation systems and applications.
6. Responsible for planning and developing the District PRIP program submission involving acquisition of IMA resources. Monitors expenditures and District-wide cost of IMA functions.
7. Provides District single point of contact, technical support, planning and acquisition, development and implementation support for Differential Global Positions Systems (DGPS) and Geographic Information Systems (GIS) with particular emphasis on integration of both within CADD.
8. Provides technical support for data communication planning and network integration.
9. Responsible for the design, development, documentation, technical evaluation and implementation of information systems including hardware and software, applications programming and system support District-wide. Ensures integration of the District's information systems to achieve full compatibility and maximum interchange between applications and databases.
10. Provides customer assistance, guidance and technical support to automation users District- wide including stand-alone and LAN connected microcomputers and their peripheral systems and remote host terminals. Such support includes end user support for both Corps-wide standard systems and commercial or local application software.
11. Provides site and system support, operations support and administrative management for the District shared automation resources including microcomputer local area networks, minicomputer systems, UNIX based networks, Water Control Data System, CEAP network and local resources and data communications facilities.
12. Administers contract support for all automation related services for, LAN system administration, database and software development and maintenance tasks.
13. Provides technical support and guidance to Security and Law Enforcement Office in administration of automation security including training and accreditation of shared automation resources. Administers automation security requirements on the CEAP system and District-wide LAN resources like the centrally located servers and peripherals.
14. Provides system support, hardware and software resources and system administration for District Internet activities including WEB server and WEBMASTER functions.

Chairs a cross-functional committee to manage the District Home Page, maintains its content, and review/approve new content.

15. Responsible for District-wide coordination and technical support for the electronic mail system including system administration, assignment and maintenance of addresses and coordination of training for District users.

Telecommunications Branch

1. Responsible for the implementation, modification, maintenance and operations of telecommunications systems and electronic equipment including radio, microwave, teletype, radar, satellite, sonar, water data collection platforms and other communication and electronic equipment.

2. Performs technical support functions associated with the management of communications and electronic systems and equipment for the Memphis District including fixed, mobile land based and floating plant equipment.

3. Plans, designs, installs and maintains integrated voice and data networks to support both District and Mississippi Valley Division radio and microwave telecommunication services.

4. Maintains and operates an extensive radio communications network utilizing microwave backbone, high frequency, single side band, VHF/UHF systems and sub-systems that include a variety of communications and electronic equipment such as radios, digital pagers, navigational radar and sonar, microwave backbone, marine communications and safety equipment, modems, fathometers, hydrologic data sensors, emergency radio communications equipment, survey equipment and other devices that use electronic circuitry as a basis for operation. Technical evaluation of equipment and systems to all District functional elements.

5 Provides consolidated support for telephone service installation, modification, repair and maintenance. Provides single point of contact with General Services Administration (GSA) provided local and long distance telephone services and local vendors. Provides Designated Agency Representative (DAR) for acquisition of FTS 2000 system services. Responsible for monitoring the number and type of telephone lines and instruments; issues/renews telephone credit cards and authorization codes; validates requirements, orders services and equipment, reviews charges and authorizes payment for all phone services including local, long distance, private network (WATERCOM), digital pager and cellular systems. Maintains both automated and hard copy District telephone directories.

6. Operates the District Communications Security Control Center (COMSEC). Responsible for initial receipt storage and control of classified messages; key control of secure telephone equipment; operation and maintenance of the District shredder for destruction of classified documents. Operates and maintains District secure teletype circuit and associated equipment (stu III).

New Orleans, CEMVN

INFORMATION MANAGEMENT OFFICE

Office of the Chief.

Plans, directs, executes, supports, and coordinates the District's Information Management Program (IMP) disciplines and responsibilities as set forth by AR 25-1 and other related publications. The IMP encompasses information assurance, information resource planning, information systems life cycle management, information infrastructure and program management, information resource fiscal management, and data /records management. Subprograms include communication determinations, compatibility and capacity of voice and data systems, automation (including office automation, microcomputer-based client/server systems and service objectives, information systems security, visual information, records management (including libraries), publications and printing, and the supporting personnel, equipment, service, and facilities.

Information Integration and Implementation Branch

1. Manages, coordinates, and exercises supervision over the activities of the Branch.
2. Manages the enhancement and maintenance of Corps-wide mainframe stovepipe and microcomputer-based data systems and application programs.
- 3 . Maintains technical liaison with Mississippi Valley Division and USACE Information Technology (IT) Coordinators, and with the representatives of outside organizations, both Governmental and commercial, providing IT services and related telecommunications services to the District.
4. Develops and/or distributes IT procedural and technical information needed by IT personnel; coordinates development of the District's IT procedures of an inter-organizational nature.
5. Coordinates the final preparation of appropriate documentation required by Army Regulations for information system and application resources and justification for related information resources covering initial acquisition, augmentation, or replacement of equipment, for submission to higher authority.
6. Maintains a record of computer programs completed and in progress. Operational requirements.
7. Provides system management/administration and oversees the operation of the District's client/server and CADD/GIS systems.

8. Provides system software support; prepares specialized subroutines/programs or patches needed to tie together or other wise utilize available software packages; updates and maintains manufacturer-supplied software; provides specialized hardware expertise and advises on the various makes, models, and capabilities of information resources which might be used in the light of existing, planned, or potential applications.
9. Provides IT Career Program support for all IT personnel of the District.
10. During feasibility studies, determines the appropriateness of automating and usefulness of, related support equipment (drum plotter, high speed terminals, etc.) and related interactive equipment to solve management and administrative problems; supports feasibility studies with appropriate economic justification data.
11. Implements and coordinates new and improved Corps-wide administrative and management data-systems in all areas of the District; assists affected organizational elements installing, operating, and maintaining developed applications.
12. Develops or assists in the development of appropriate documentation required by Army Regulations for mainframe-based systems and applications to be automated, and justifications for related information equipment covering initial acquisition, augmentation, or replacement of equipment. Evaluates and/or helps justify other specialized data processing or transmitting equipment needed in connection with the computer.
13. Prepares or contributes to the preparation of recurring and one-time reports, and other data required by local and higher headquarters, on a wide range of information resource activities (Le. equipment and personnel utilization, employee suggestions, internal operating procedures, District regulations, technical bulletins, etc.)
14. Surveys vendor-supplied and other available computer hardware and software packages for possible adoption and use within the District; modifies or assists in the modification and adoption of suitable software packages, through reprogramming or by other means; resolves with vendor and others, technical problems which arise in use or attempted use of hardware or software packages.
15. Works closely with the Communications Section in the implementation of new or revised data systems and programs; develops detailed operating instructions and resolves major problems encountered in processing these systems.
16. Develops and proposes in-service training programs for Branch personnel and interested personnel in other organizational elements of the District; administers approved training programs and, as required, conducts in-service training courses; monitors training courses sponsored by the District for appropriateness of content,

timeliness, instructor qualifications, etc.

17. Prepares, maintains, and monitors execution of District Information Management Master Plan including IMO goals, objectives, and priorities.

18. Responsible for the formulation of guidance for District level plans, policies, and procedures, within the framework of general policies by higher authority, for information management activities.

19. Responsible for validating requirements and coordinating acquisition approval for District hardware and software. Ensures compatibility of District-wide information systems and applications.

20. Accomplishes and maintains District level long and short range planning for all IRMP functions. Formulates District plans, policies, and procedures, within the framework of general policies by higher authority, for guidance of information management activities.

21. Manages a facility account for information services. Fairly distributes all automation costs and bills users for all information services.

22. Maintains a help desk to support distributed information equipment. Coordinates the activities of contractor personnel providing on-call maintenance and repair service for interactive data terminals and computer workstations located throughout the District. Receives notification from users that equipment is malfunctioning and, when necessary, assists in identifying specific malfunction. Notifies contractor personnel that equipment is in need of repair and follows through to assure that repairs are completed in a timely manner.

23. Maintains an inventory of all computer workstations and laptops located throughout the District. For equipment not installed and checked by the vendor, performs necessary installation and checkout. Assists functional users in learning how to use newly-acquired computer workstations.

24. Provides technical advice with microcomputer-based client/server systems. Maintains client/server systems password security and userids. Maintains client/server systems backup. Monitors overall client/server systems operation.

25. Responsible for District E-Mail system including X.400 capability.

26. Develops a training program and trains personnel in information related areas including, but not limited to office automation, telecommunications, IT equipment and software.

27. Develops microcomputer based client/server systems. Defines objectives to be served by the network. Determines communication needs, considering requirements of compatibility and capacity. Assists selected vendor in planning the layout of the network. Following installation, coordinates with the vendor to maintain the network.

Information Support Services Branch

1. Manages, coordinates, and exercises supervision over the activities of the Branch.
2. Serves as Publication Control Officer and Printing/Reproduction Control Officer with responsibilities set out in AR 25-30.
3. Controls and administers numerous contracts for District-wide maintenance and services.
4. Serves as the District Privacy Act Officer and assists District Counsel with the Freedom of Information Act Program.
5. Determines requirements for telecommunication systems, including civil works radio facilities. Operates local facsimile and wire message equipment. Arranges for and places requests for communication requirements with applicable servicing commercial firms. Responsible for implementation of security requirements of telecommunication systems.
- 6.. Performs software and data communication operations to include computer systems, tape library (including back-up tape storage), scheduling, input/output control, executive software, and telecommunication systems.
7. Assists the Chief, Information Management Office in the development of methods of operating under emergency conditions. (DR 500 series; NOD Mobilization Plan.)
8. Provides a wide variety of administrative support to IMO including, but not limited to personnel action requests, maintenance of supervisory personnel records, preparation of training requests, supply requisitions; preparation and review of travel orders and vouchers, manpower data maintenance, miscellaneous accounting documents (including facility account documents), and timekeeping.
9. Prepares, reviews and manages the IMO budget and three separate facility accounts. Provides a variety of budget and PRIP reports to Finance and Accounting, Operations Division, and to the staff of Information Management Office

Communications Section

1. Provides overall control of activities of the section. This involves detailed &sign

evaluation, acceptance, inspection, modification, construction installation, maintenance, repair, and operation of the District's radio communications networks and related electronic devices aboard floating plants. Administers Federal Communications Commissions' Rules and Regulations as applicable to section's operations including frequency management.

2. Furnishes technical information to Contracting Division for contractual procurement of the District's radio communications systems and related electronic equipment and radio towers, including evaluation of reasonableness of cost. Performs field and engineering tests to determine compliance with contract specifications and acceptability. Provides Contracting Division with technical evaluation of pre-award surveys.

3. Provides consultation to engineers in other Districts on radio systems, radar systems, and related electronic equipment.

4. Makes studies for proposed radio, electronic, and microwave systems and evaluates various compiled data for meeting design criteria of the system, considers compatibility factors, and makes recommendations to higher authority for approval.

5. Provides electronic and maintenance support of electronic equipment to other District elements.

6. Determines requirements for telecommunications for the District. Arranges for; and places requests for communication requirements with applicable servicing commercial firms. Provides and monitors maintenance for the telephone system and associated equipment. Responsible for the implementation of security requirements of telecommunications system.

7. Manages the telephone directory computer program, including SMDR (Station Message Detail Recorder) system.

8. Monitors the operation of the District's telecommunications facilities. Manages operation of facsimile, wire message, and radio transmission equipment. Monitors preparation and publication of the District telephone directory and NOD input to the MVD consolidated telephone directory. Responsible for reviewing, updating, and distributing the monthly long distance printout.

9. Maintains the CADD plotters and produces plots. Monitors and maintains the high speed print equipment and jobs.

Management Information Section

1. Plans, directs, and executes the District's records management program and its subprograms.

2. Appraises the program to achieve sound management practices in correspondence methods, mail handling, organization, maintenance and disposition of files, selection and utilization of files equipment and supplies, and office copying equipment and systems. Develops and provides training programs to District personnel in the areas of records and correspondence.
3. Surveys and appraises the records management program every three years and prescribes and ensures necessary action is taken
4. Coordinates and selects the District's document imaging program and systems.
5. Administers the Publications Management Program. Exercises staff supervision over the directives management systems under which District directives, Special and General Orders and other guidance material are written and issued. Establishes procedures for receipt, ordering, and issue of higher authority publications.
6. Operates the District's communication security facility and message center.
7. Responsible for receipt, storage, distribution, and destruction of classified documents and materials.
8. Manages contractor operated mailroom that provides messenger services for collecting, delivering, and dispatching of all unclassified written communications and official mail.
9. Administers the Duplicate Emergency Files Program.
10. Manages the Forms Management Program.
11. Manages and provides staff direction for the operation of the Records Holding Area.
12. Coordinates with the District Security Officer to implement and manage District's classified documents and materials. Manages the District's Information Systems Security Program.
13. Plans and manages the Management Information Control Office Program (MICO). The program includes interpreting and implementing existing Army reports control policy, statutes and external guidance.
14. Manages the operations of the District Technical and Legal Libraries including acquisition, cataloging, circulation, reference, abstracting, and bibliography services.

15. Responsible for the District Technical and Legal Libraries in providing collection development and information delivery including acquisition, cataloging, circulation, reference, abstracting, and bibliography services. Makes available print and non-print informational materials and sources. Provide mission related library research and information services to the District. Services include:

a. Information Search and Retrieval. Provides ready reference and in-depth research services to address the customer's information needs. Searches include searching a variety of global databases such as DIALOG, Defense Technical Information Center (DTIC), Online Computer Library Consortium (OCLC), Defense Acquisition Deskbook (DAD), the Internet, and others.

b. Current Awareness. Keeps customers (current and potential) aware of new literature and techniques related to District's mission by developing tools to promote the information services and products provided by the Library.

c. Document Delivery. Delivers the physical or electronic document to the user, from the Library collection or from external sources using interlibrary loans and reprints to meet information requirements.

d. Collection Development and Management. Analyses the customer's needs, develops policies selects and acquires library materials, which support the mission-related, educational and informational needs of the District.

e. Responsible for the physical and bibliographic control of the collection to include circulation, shelving, and cataloging. Other collection management services include: Purge and remove outdated and damaged material from the collection; Maintain an electronic collection of Department of Army and Corps of Engineers regulations; and Manages Information Handling Services CD-ROM Library for the Construction and Engineering Divisions.

16. Serves as District Information Assurance Manager (IAM) for matters pertaining to the DoD Information Technology Security Certification and Accreditation Process (DITSCAP). Supervises overall automation system security and security of telecommunications systems in accordance with AR 25-2, coordinating with the Information Assurance Program Manager (IAPM). Advises the Designated Approving Authority (DAA) for DITSCAP DODI 5200.40. Assigns the following Information Assurance positions within the office: Information Assurance Network Manager (IANM), Information Security Officer (IASO), System Administrators / Network Administrators (SA/NA). Additional duties as IAM include:

a. Develop, maintain, implement, and enforce a formal IA security and training program.

- b. Implement IAVM dissemination, reporting, compliance, and verification procedures.
- c. Report security violations and incidents to the servicing RCERT in accordance with Section VIII, Incident and Intrusion Reporting in accordance with AR 25-2.
- d. Ensure implementation of periodic security inspections, assessments, tests, and reviews, necessary to gain re-accreditation every three (3) years in accordance with DITSCAP.
- e. Manage IASOs, as required, to establish the scope of responsibilities and the technical and security training requirements.
- f. Maintain training and certification records for IA personnel and user IA awareness training.
- g. Serve as a member of an applicable Computer Configuration Board (CCB).
- h. Verify that IA personnel are maintaining and auditing access and log data.

17. Operates and manages the District DMS and RASP messaging systems Monday through Friday and as required during actual emergencies or when directed by the

Reprographics Section

1. Plans, directs, and supervises the activities of the section.
2. Maintains records of operation of the section; receives, stores and maintains records of materials and supplies. Prepares operational reports, correspondence, etc.
3. Maintains and controls the operation of a facility account and visual information and duplicating contracts for the District.
4. Obtains and administers contract supported printing through the DAPS Printing Services and the Government Printing Office.
5. Provides photographic services, including the taking of still, digital, video, aerial photos and processing of such for all organizational elements of the District.
6. Provides support services in development of visual information systems and exhibit displays. Such services involve photography, the use of graphic presentation, projection and sound equipment and other necessities in meeting the needs of Public Affairs Office and management functions.

7. Maintains and provides video production services; provides sound and audio-recording services; develops and produces computer controlled multiple projector and multi-media presentation; and administers local contracts for support services.
8. Provides or coordinates and supervises the arrangements for audio/visual and video equipment requirements for all conferences, training, and other types of assemblies on and off the District.
9. Organizes, files, and maintains a collection of over one million 35mm color slides, negatives, and electronic images of graphics and visuals for use in District presentation and publications.
10. Illustrates briefings and other presentations made by the District Commander and other District organizational elements to various groups and organizations.
11. Coordinates with District organizational elements and PAO to create presentations consisting of slide talks, video and film including textual materials, to schools, churches, civic groups and others.
12. Assists in or actively produces layout and design of brochures, pamphlets and other printed material upon request.
13. Prepares bulletin board displays and exhibit materials for meetings and maintains indexed files of mounted photographs.
14. Makes artistic contributions and also coordinates with MVD artists, photographers, and contract artists to develop effective graphic illustrations for presentations and publications by District elements.
15. Selects visuals as a part of photographic support to USACE, MVD, NOAO, LAO, and other District elements (upon request) as required by USACE.
16. Develops special exhibit materials, signs, presentation, or awards for special events, such as ground breaking, exhibits at events and ceremonies.

Rock Island District,CEMVR

INFORMATION MANAGEMENT OFFICE

MISSION STATEMENT: The Information Management Office supports the MVR mission by providing key communications and information support to all employees. This includes, but is not limited to, web development and support, automation, network connectivity, database administration, audio-visual products, library support, records management, printing and publications, mail room, IT planning and procurements, telephone support, and technical assistance to users.

1. Office of the Chief.

- a. Manage all Information Mission Area (IMA) activities, to include: communications (both voice and data), automation (including office automation), audio-visual information, libraries, records management, printing and publications, and its associated activities, services, and facilities.
- b. Responsible for the District Management Information System (MIS) to ensure that areas of information processing and retrieval are being accomplished effectively and efficiently.
- c. Manage the District Information Management (IM) program. Establish priorities and integrate District-wide activities for IM. Serve as the single point-of-contact (POC) and represent all IMA activities.
- d. Plan, program, integrate, coordinate, and evaluate the District information requirements to develop and maintain the Information Architectures and Information Management Plan. Advise and assist District customers with the technical and managerial aspects of the requirements determination, documentation, and justification process.
- e. Provide technical guidance in IM acquisition/procurement, standards/policies in the District. Act as Contracting Officer's technical representative when required.
- f. Establish information goals and objectives, long and short range planning, and master plans.
- g. Serve as the District IM career manager.
- h. Recommend policy guidance and provide systems support as directed by higher headquarters to include participation in Corps-wide planning activities.
- i. Develop and submit the District Information Technology Investment Portfolio to higher headquarters and execute the assigned portion of the approved Corps ITIPS. Provide

ITIPS guidance to all District office activities. Develop planning input to the District ITIPS in support of CEMVD, HQUSACE, and U.S. Army Information Systems Command (USAISC) for assigned systems.

- j. Provide for the District Management Information Control Officer (MICO) function.
- k. Manage all aspects of mobilization activities within the IMA.
- l. Conduct and maintain formal information studies and the mission information analysis necessary to determine information requirements and to develop the District information model.
- m. Perform financial management of IMA activities to include responsibility for budgeting, programming, and execution within its purview.
- n. Establish the information architecture in conformance with Assistant Chief of Staff for Information Management, USAISC, and HQUSACE guidance and the Army information architecture. Recommend architectural and standardization changes through CEMVD to the Directorate of Information Management (D/IM), HQUSACE. Use Information Systems Plan/Information Systems Plan Implementation (ISP/ISPI) methodologies to develop IM architectures/projects.
- o. Provide highly technical state-of-the-art expertise for self-supporting performance of IMA functions.

2. Information Requirements and Planning Branch.

a. Office of the Chief.

- (1) Administer, supervise, and coordinate all the activities of the branch.
- (2) Establish District IMA goals, objectives, and priorities and monitor their progress.
- (3) Provide guidance on procedures and policies regarding records management to the District.
- (4) Validate requirements and justifications for IMA hardware and software.

b. Branch Mission.

- (1) Formulate guidance for District plans, policies, and procedures within the framework of general policies by higher authority for information management activities.
- (2) Prepare, monitor, and maintain the District's Information Technology Investment Portfolio System (ITIPS).

(3) Accomplish and maintain District long and short-range planning for all IMA functions.

(4) Prepare and submit operating budgets for IMA resources. Manage the expenditure of funds within approved IMA budgets and ITIPS.

(5) Perform special studies on economic and information analyses utilized to determine IM requirements.

(6) Monitor all major IMA acquisition actions, services, and supplies including managing hardware and software maintenance (both on call and renewable support contracts).

(7) Prepare and exercise overall management of the current Fiscal Year (FY) and five-year Plant Replacement Improvement Program (PRIP) needs.

(8) Analyze and bill automated system proponents accordingly to insure that associated facility account falls within the nominal year end balance.

(9) Review, coordinate, and administer various IMA Contracting areas.

(10) Serve as the point-of-contact (POC) for all IMA Productivity Improvement (Commercial Activities) studies.

(11) Serve as the IM POC for the acquisition of Information Technology (IT) Resources including providing guidance on required documentation. Prepare the submitted requirements and justifications for IMA hardware and software for eventual submission to higher authority for approval.

(12) Serve as POC for all IMA Internal Controls.

(13) Direct and manage the records management program, including classification and preservation of records in accordance with current regulations. Administer the District's Alternate Files Program.

(14) Provide advice, guidance, and assistance to District elements on correspondence and reporting regulations including the Modern Army Records Keeping System (MARKS).

(15) Manage the local directives and publications management system.

(16) Direct and maintain the Forms Management Program including the control and distribution of higher echelon forms, management of electronic forms, and the control, design and production of local forms.

(17) Assist in coordination with District Counsel on the Privacy Act and Freedom of Information Programs.

(18) Provide technical and administrative micrographic support for authorized Microform Document of Information System projects.

(19) Administer the contract with NISH which provides internal mail, message and correspondence distribution service to the CEMVR headquarters buildings.

(20) Manage and provide technical assistance to users in the use of the District's Optical Character Recognition (OCR) system.

(21) Manage and control the District's office copier program.

(22) Manage and control the District's Official Mail Cost Control Program. Gather and evaluate statistical data for the quarterly submission to higher authority on the cost of official mail.

3. Information Integration and Implementation Branch.

a. Office of the Chief.

(1) Administer, supervise, and coordinate all activities of the branch.

(2) Implement information systems.

(3) Perform technical evaluation of information systems plan including all hardware and software requirements.

(4) Test and debug new computer programming systems. These include PC, client/server and web based systems.

(5) Provide technical advice and assistance in developing program specifications and data requirements.

(6) Evaluate computer software justifications.

b. Branch Mission.

(1) Responsible for software integration of all the District information systems and applications (including off-the-shelf software).

(2) Provide applications systems programming.

- (3) Provide systems analysis, design, and development.
- (4) Responsible for database design, development, maintenance, and the administration of all new database applications.
- (5) Provide all other application software programming and system analyses.
- (6) Coordinate with Engineering, at the Division and/or District level, in the development of scientific data processing procedures. During mobilization, the effort will be expanded with other Districts and Divisions.
- (7) Assist in the programming and maintenance of Military Construction (MILCON) systems including: Military Corps of Engineers Management Information System, Funds Control, Personnel, Accounting, Real Estate and other supportive functions of the military construction. This includes MILCON automated contracts with Computer Aided Drafting and Design and Computer Aided Mapping.
- (8) Develop and maintain the Operation and Maintenance of Navigation Installations (OMNI) automated system.
- (9) Plan, design, and develop overall data processing systems and procedures within various management information systems resulting from business-type applications.
- (10) Assist District in all types of programming languages.
- (11) Serve as the District Data Administrator and maintain the centralized database.
- (12) Debug and perform modifications/changes to all in-house written application programs including program generator packages, database languages, etc.
- (13) Assist the District in all areas of CEAP/CDC, including conversion, programming, communications, hardware and software interfaces, data base usage, etc.
- (14) Maintain working knowledge of all in-house peripheral hardware utilized in programming functions.
- (15) Perform technical evaluation of information plans, including hardware and software requirements.
- (16) Provide advice, guidance, and assistance to automation users.
- (17) Support information support services.

(18) Research and develop new technologies including software packages, communication packages, and hardware integration.

(19) Review, analyze, and test commercial software packages to ensure their proper integration into the overall Corps and District standards.

(20) Research and development of software applications and interfaces required for efficient District use and access.

(21) Review and analysis of software upgrades, and recommendations as to their inclusion into the current District software library.

(22) Provide user assistance on micro application software packages.

(23) Database administer for the ORACLE database system on the District's general purpose computer.

(24) Provide support, as needed, for Corps-wide applications such as REMIS, RAMS, CEFMS, etc.

4. Customer Assistance Branch.

a. Office of the Chief.

(1) Administer, supervise, and coordinate all of the activities of the branch.

(2) Serve as the District's Information Assurance Manager (IAM).

(3) Supervise and evaluate System Administrators assigned to other offices when the support of Information Assurance requires their action.

b. Branch Mission.

(1) Complete and report status of all ACERT IAVAs.

(2) Monitor and maintain up-to-date status of all Information Assurance requirements.

(3) Maintain the capability of monitoring, firewall security, and direct other District offices in criteria required to meet the standards.

(4) Perform required security scans of the network.

resources.

(5) Assist in the investigation of misuse of computer or communication

(6) Coordinate all mobilization information technology activity.

(7) Design computer communications required for MILCON operations.

(8) Administer the District's email system.

(9) Operate the Information Management help desk.

(10) Perform software and data communications operations to include computer systems, tape library (including backup tape storage), scheduling, input/output control, executive software, and telecommunications.

(11) Maintain the District OMNI automated system.

(12) Manage the design, development, implementation, and augmentation and operation of all communications systems:

(a) Telephone

(b) Teletype

(c) Facsimile

(d) Microwave

(e) Private lines

(f) Data networks

(g) Civil Works (CW) radio facilities

(h) Cellular telephone service

(i) Fiber optics for communications and video

(j) Video Tele-Conferencing (VTC) System

(k) District video system

(l) District Local Area Network (LAN)

(m) Wide Area Network (WAN)

- (n) Internet Accessible Segment (IAS)
- (o) Remote Access Server (RAS)
- (p) Virtue Private Network (VPN) capability
- (q) Electronic Private Branch Exchange (EPBX)

(13) Manage the District's Local and Wide Area Network. Maintain and operate the District's Microcomputer local and wide area network, consisting of routers, multiple file servers, communications servers and user workstations to provide communications, general use software and office automation capabilities for Headquarters personnel and field offices.

(14) Provide support in acquisition, operation and utilization of Automatic Data Processing Equipment (ADPE), data communications and office automation equipment including, but not limited to, microcomputers, modems, data communications interfaces, printers, and plotters. Serve as POC for the maintenance of ADPE, data communications, and office automation equipment, and for debugging existing systems.

(15) Evaluate current microcomputer software available and make recommendations regarding acquisition and standardization for District-wide use. Provide consulting services for applications and systems being developed by the customer, using standardized microcomputer hardware and software.

(16) Provide technical guidance to subject matter specialists, i.e., engineers, scientists, personnel specialists, accountants, etc., who are engaged in planning and proposing new applications. Work with management officials and technical specialists to establish microcomputer configurations to meet the needs of the user and establish the interrelation between new requirements and existence of previously designed systems.

(17) Establish and maintain a microcomputer user's center for utilization in familiarization of computer hardware, self-learning programs, application development, etc. Develop the District's IM training program including, but not limited to, training on standardized microcomputer software, basic data systems, and newly developed applications programs. Design course content and conduct in-house training in areas where resident expertise is available, such as microcomputer hardware, software, and applications developed in IM.

(18) Establish and facilitate the Micro Computer Users Seminars, as well as develop a system of office/division representatives to serve as POC's for microcomputer-related problems within each office/division.

(19) Maintain the District Technical Library providing the following services:

- (a) Selection and acquisition of needed mission essential materials;

(b) Circulation of materials including books, technical reports, periodicals, videos, compact disks and other information formats to District personnel;

(c) Catalog all publications for retrieval purposes;

(d) Provide reference services via On-line Computer Library Center, LS2000, and other sources in response to requests for technical and scientific information made by electronic mail, mail, telephone, or personal visit.

St. Louis District, CEMVS

INFORMATION MANAGEMENT OFFICE

MISSION. Coordinate, plan, organize, analyze, integrate, evaluate, and control all information management resources within the District.

FUNCTIONS:

Office of the Chief

Provide advice to the District Commander and other staff elements on activities employed in the acquisition, development, These functions encompass automation (including office automation), telecommunications (voice, video and data), records management, publications and printing, visual information activities, libraries, and other supporting activities, services, and facilities.

Planning and Services Branch

1. Formulate and recommend District information management goals, objectives, and priorities.
2. Develop District information management plans, policies, and procedures within the framework of higher authority general policies.
3. Prepare, execute, and maintain the District's Information Management Modernization Plan. Develop and submit out-of-cycle requirement statements.
4. Validate hardware, software, and services requirements and coordinate acquisition approval. Ensure efficient and effective utilization, compatibility with District information systems and applications, and compliance with Department of the Army Life Cycle Management of Information Systems requirements and Federal Information Resources Management regulations.
5. Develop and maintain the District's long/short range information management plan.
6. Develop the District's operating budget for information management resources. Manage the expenditure of funds within the approved budget and coordinate the facility operating budget cost estimates with customers.
7. Manage financial resources of Information Management Office and its facilities. Pay bills and bill back costs to facility customers.

8. Perform District data administration. transmission, use, integration, retention, retrieval, and management of information.
9. Perform periodic review of internal and external management information requirements and prepare District response recommendations. Review District requests for new and/or additional management information requirements and present
10. Implement automation security regulations. Prepare, distribute, and maintain plans, policies, instructions, and guidance for implementation and operation of automated systems. Maintain inventory of all automated system accreditation, including sensitivity recommendation for adoption or rejection to approving authorities. designations and accreditation status.
11. Conduct compliance reviews and reviews of threats and vulnerabilities, coordinate and monitor periodic indoctrination and training sessions, monitor and control physical and electronic system access, and audit and review system and information access. Coordinate with District Security and Law Enforcement Manager in accordance with Army regulations.
12. Develop the District's Information Management Training Plan and coordinate with the District Training Points of Contact to identify training resources. Conduct training courses as required.
13. Assist the District Emergency Operations Manager to develop methods and procedures for operating under emergency conditions.
14. Develop, coordinate, and implement information systems for decision makers including educating managers and supervisors to effectively use automation.
15. Obtain and administer word processing contract support for District operating elements.
16. Provide reprographics support to include printing, binding, photo reproduction.
17. Determine requirements for reproduction methods, systems, and processes. Obtain and manage printing contract support through the Defense Automated Printing Service.
18. Provide audio-visual support and direction to the District, to include micro-photography, still photography, video photography, graphic arts, and illustrating. Provide advice and support to customers in obtaining, implementing, and utilizing audio-visual and graphic presentation aides for conferences and meetings.
19. Manage the District bulletin board program and distribute information to be posted.

20. Manage the District copy machine program by recommending and approving purchases, coordinating services through area wide government agreements and monitoring usage.
21. Establish policies for and direct the District's Forms Management Program, including design of all proposed new and revised forms in print or electronic format. Exercise control over the production and use of forms and operate the form storage and distribution center.
22. Control and distribute publications and forms District-wide.
23. Review District regulations, other publications, and forms prior to issuance for essentiality, content, coordination, and compliance with policy.
24. Execute responsibilities under the Privacy Act of 1974. Monitor forms and information collection requirements associated with the Privacy Act, and provide guidance on requirements involving forms, form letters, formats, and other means of collecting information and data.
25. Administer the District mail control program, manage various deposit accounts, consult on mailing policy and procedures, and grant authority for use of all special mail services, such as registered, express, or certified mail.
26. Manage and operate the District Office mail center
27. Administer the District records management program, including distribution, maintenance, use, and disposition of recorded information such as correspondence, reports, forms, directives, and publications. Develop standards, monitor the maintenance and disposition of all types of records, and manage the records holding area service.

Integration and Implementation Branch

1. Develop, implement, integrate, operate, and maintain automated data processing, office automation, and telecommunications systems including hardware, software, and firmware.
2. Develop policies, procedures, and standards for implementation, operation, and maintenance of District systems.
3. Install, administer, and maintain the Local Area Network and centralized Computer-aided Drafting and Design system.
4. Perform District-wide database administration functions.

5. Perform systems analysis, design, and development of automated systems.
6. Implement information systems.
7. Perform technical evaluation of information plans including hardware and software requirements.
8. Perform executive (e.g., computer operating systems) and applications systems programming to develop and maintain software systems.
9. Perform database design, development, and maintenance.
10. Provide advice, guidance, and assistance to automation users on advanced technical aspects, when required.
11. Prepare automated equipment and software specifications and monitor acquisitions.
12. Design, develop, implement, and augment localized data communications systems.
13. Operate and maintain automation and localized data communications equipment to include scheduling, input-output control, and coordination of vendor supplied maintenance services.
14. Perform Customer Support Center functions as follows:
 - a. Provide user support for all automated data processing, office automation, and telecommunications systems implemented in the District. Conduct training as required.
 - b. Provide in-depth microcomputer assistance, guidance, training, and support to District operating elements as required, including use of hardware and software, modifications/additions to hardware configurations, and basic maintenance.
 - c. Develop standard operating procedures and guidance for the utilization of Information Management Office systems and services.
15. Coordinate all telecommunications systems planning and submissions of new initiatives to higher headquarters for approval and/or funding.
16. Coordinate the programming of funds for all information management radio initiatives and centralized District Office telephone initiatives.
17. Design, develop, procure, implement, and/or augment all telecommunications systems within the District.

18. Operate District communications systems during mobilization.
19. Ensure operations and maintenance training is available for USACE communications systems.
20. Manage radio frequency program that applies to all District radio systems.
21. Develop appropriate test procedures for readiness equipment.
22. Perform network control functions and maintain copies of network documentation to ensure proper radio systems utilization. Maintain network integrity and ensure Information Management Office operations control during mobilization.
23. Provide maintenance for all communications systems in accordance with applicable regulations.
24. Monitor all existing communications systems programs.
25. Control Communications Security (COMSEC) material.
26. Operate the District classified and unclassified message document control center. Receive and control classified and unclassified documents including central storage.
27. Manage District telephone requirements and utilization. Coordinate with General Services Administration (GSA) and its contractors to meet District needs for GSA supplied central telephone switch service and long distance service through FTS 2000. Review and approve other telephone system requirements (instruments, switches, cellular service, etc.).

St. Paul District, CEMVP

INFORMATION MANAGEMENT OFFICE

Office of the Chief

1. Serves as the Chief Information Management Officer (CIO) to the District Commander and staff. Establishes District Information Management (IM) goals, objectives, policies, and procedures for accomplishing IM functions.
2. Manages, through subordinate supervisors, all IM activities, to include: communications (voice and data), automation (including office automation), visual information, libraries (technical and legal), records and forms management, printing and publications, secure communications (COMSEC), and associated activities, services and facilities within the St. Paul District.
3. Manages the District IM program by establishing priorities and integrating District-wide activities for IM. Serves as the single point of contact and is the District representative on IM activities. Responsible for accomplishment of special programs and studies.
4. Manages the expenditure of funds within approved IM budget by monitoring income (monthly billing) and expenses to insure consistency with approved budget. Establishes fee structure for IM services and adjusts rates as needed.
5. Coordinates acquisition of IM hardware and software to insure efficient utilization. Works closely with customers to insure compatibility of equipment and software with existing District systems and applications. Based on approved Information Management Plan, customer input, and higher authority approval, prepares Automated Data Processing (ADP) equipment specifications. Assists Contracting Division in the preparation of materials necessary for, and monitors acquisition of, IM equipment.
6. Provides administrative support and work coordination of elements within Information Management Office.
7. Acts as Information Systems Security Manager. Exercises overall staff supervision, coordination and external liaison responsibilities for the Information Security Program as set forth in AR 380-19, paragraph 1-6d(2).
8. The Information Management Officer or IM designee serves as a member of the following committees:
 - a. District Training Committee Geospatial Data and Systems Oversight Committee.
 - b. Geospatial Data & Systems Technical Committee.

c. Special Emphasis Program Committee.

Support Services Branch

1. Accomplishes and maintains District IM plans. Prepares and
2. Develops, coordinates maintains the District's Information Management Plan (IMP). Monitors execution of the District's Information Management Plan. Develops operating budgets for resources within the Information Management Office. Performs technical evaluation of information plans including software requirements. Assists customers in developing automation plans for functional areas. Conducts evaluations of user requests for non-standard software. Provides input to the District Training Officer for IM training activities., and implements information systems for decision-makers, and educates executives and managers to effectively use automation. Performs systems analysis, design, and development using both in-house and contractual services. Performs application systems programming as required to develop and maintain software systems. Insures software integration of the District's information systems and applications, including off-the-shelf software. Responsible for District data administration.
3. Manages the technical information library, selecting, acquiring, organizing, and retrieving materials in support of technical and scientific information needs. Prepares bibliographies, literature searches and abstracts as part of the service. Coordinates and controls the acquisition of books, periodicals, and subscriptions. Maintains property accountability for books, deposit accounts, and library budget.
4. Administers the District's Visual Information (VI) program. Provides VI services to District customers in areas of illustration, business graphics, desktop publishing,, graphic design, exhibit development, video production, and photography. Establishes and monitors contracts for photographic and audio-visual services for District elements. Supports operational elements with VI equipment and supply services. Provides photographic support to District functions.
5. Manages the Installation Records Management Program, working through coordinators to achieve sound management practices in correspondence methods, mail handling, file systems, maintenance and disposition standards, and selection and use of files, equipment, and office copying machines. Conducts surveys to appraise the Records Management Program. Develops and supervises a training program for records management assistants and file personnel. Maintains central files, operates the records holding area, and updates alternate headquarters files.
6. Maintains a reference set of current regulations, manuals, and other directives. Publishes an index of current District regulations and memorandums. Processes requests for,issuance of identification cards. For records transfer information, publishes an annual list of contracts on which final payment has been made. Maintains District correspondence manual by disseminating directives and changes from higher authority

to employees concerned. Provides training for new clerical employees at least annually. Performs research to locate correspondence in central files, records holding area, or Records Center for all elements of the District. Recalls files from Records Center when required. Manages the District microfilm program. Provides microphotography systems and microphotography production support.

7. Manages the Directives and Publication Management Systems. Reviews, edits, and approves need, content, coordination, and compliance with policy of publications, directives and guidance material, orders and changes thereto. Directs the Forms Management Program to include responsibility for control over necessity, design and production of local forms. Assists District Counsel or provides coordination and direction of the Privacy Act and Freedom of Information Act.

8. Provides ongoing automation support to District microcomputer customers, which includes activities related to the use of IM equipment, standard software packages, local area networks, data communications, and office automation equipment. Evaluates customer requests for automation hardware to insure compatibility with existing IM equipment. Provides advice, guidance, and assistance to automation users concerning the use of IM equipment.

9. Operates communications systems to include telephone, private line and data networks, and other communication equipment within the District office including Local Area Networks and dedicated communication lines to the District. Responsible for adds, moves, and changes to existing telephone system.

10. Manages email systems and Intranet information servers. Insures connectivity and compatibility with the Portland email gateway. Provides Intranet connectivity within the St. Paul District.

11. Provides District mail service. Operates District mail room and insures timely and cost effective handling of District correspondence. Prepares Abstract of Remittance Listing of checks and money, received and insures delivery to proper fiscal offices.

12. Operates the classified and unclassified message and document control center, including STUIII equipment. Responsible for initial receipt and control of classified documents including central storage. Responsible for control of COMSEC account and/or COMSEC material.

13. Provides support to District elements in the areas of printing, binding, and reproduction. Provides customer support and access to equipment designed to reproduce large drawings. Assists customers in determining the best approach to printing and reproduction requirements. Obtains contract support through the General Services Administration (GSA) and/or the Government Printing Office (GPO) Regional Printing Procurement Program. Provides operational support to District copy machines upon request.

Planning and Implementation Branch

1. Performs daily operations activities associated with District operation of computer network communications including the high-speed local network, the frame relay network, the dedicated connection to Fountain City, and the remote dial-in sites. Monitors network traffic to assess possible network device problems. Coordinates network device configurations with the Corps of Engineers Automation Program (CEAP) administrators. Plans for increased network bandwidth as required.
2. Performs tape backups of District data and data servers. Restores data as necessary. Also, supports the Corps of Engineers Electronic Recordkeeping System (CEERIS) Optical Disk system for archiving and retrieving records.
3. Administers NT, Novell, and UNIX operating systems.
4. Plans, sets up, and maintains District application and data file servers in the District's computer room. These servers run on an integrated network with Microsoft NT, Novell, and UNIX operating systems. Manages a range of server functions including the District World Wide Web Server, District Software Application Servers, and District Data Servers.
5. Plans and implements business, management, and engineering related software applications and assists District personnel with use of this software. Coordinates software and operating systems with the Mississippi Valley Division (MVD) and other Corps of Engineers Districts. Installs anti-virus software on all systems. Supports commercial software such as Microsoft Office and Project. Supports U.S. Army Corps of Engineers (USACE) software such as Corps of Engineers Financial Management System (CEFMS), VistaCom, Standard Army Automated Contracting System (SAACONS), and PROMIS. Coordinates software usage with the help desk and IM-S Branch.
6. Administers Domain Name Service for machines in the District and for the entire LEAP network through the Portland Internet gateway.
7. Manages the District Network Security Firewall to protect the District computer systems from unwanted intruders while allowing the necessary connectivity with the CEAP network and the Internet. Monitors Internet activity as appropriate.
8. Serves as the District's Management Information Control Officer (MICO) and accomplishes activities related to the District's IM Continuity of Operations Plan (COOP).
9. Responsible for purchasing, receipt, and installation of IM-ADP equipment for the computer room and for District users. Maintains IM ADP equipment. Upgrades BIOS memory to current specifications. Performs operating system tests and installs patches to

correct problems such as the Y2K system error. Troubleshoots hardware problems to determine the most appropriate means of repair. Maintenance activities are accomplished with branch staff and private vendors. Responsible for the purchasing, receipt, licensing, and distribution of commercial software. Conducts and maintains IM software inventories.

10. Responsible for the implementation of overall automation security in accordance with established Army regulations and for the security of telecommunications systems in coordination with the District Physical Security Manager.

11. Plans for and tests new ADP devices and systems. Investigates new technologies for improved automation and efficiency.

Vicksburg District, CEMVK

INFORMATION MANAGEMENT OFFICE

MISSION. The Information Management Office (IMO) is responsible for carrying out the organization's Information Resource Management (IRM) functions. Leads, directs, coordinates, and executes the overall Information Mission Area (IMA) responsibilities as set forth by the AR 25 series of regulations and related publications. IMA encompasses the responsibilities, activities, and programs associated with, and related to, the disciplines of telecommunications, automation, visual information, records management, publications and printing, library management and the supporting personnel, equipment, services, and facilities.

FUNCTIONS:

Office of the Chief

1. Plans, directs, coordinates, and supervises the activities of the office. In this capacity, the chief serves as senior advisor to the Commander, MVK.
2. Provides operational IMA services and related functional support to the MVD Headquarters. Coordinates with the Director of Information Management (DIM) to insure all operational matters are properly handled.
3. Coordinates delegation of supervisory authority to the functional area managers of IMO personnel, providing direct support to organizations outside IMO, when necessary.
4. Serves as career program manager for employees of the IMO and exercises oversight of IMA professional development.
5. Serves as the Milestone Decision Authority for Life Cycle Management of Information Systems.
6. Develops strategic plans for the IMA inclusive of economic analysis, process changes, and resources required.
7. Evaluates technology needs on the out years and analyzes probable process improvements.
8. Develops, updates, and reviews long and short-range District IMA plans.
9. Develops and updates District information architecture, e.g., data, applications, and technical support.

10. Develops, manages, and reviews requirement statements and capability requests.
11. Researches technical standards, regulations, and policies.
12. Reviews acquisition requirements for IMA architecture and technology/standards validation.
13. Recommends District IMA goals, objectives, and priorities.
14. Responsible for the formulation of District plans, policies, and procedures, within the framework of general policies by higher authority, for guidance of information management activities.
15. Responsible for validating and approving IMA hardware and software requirements. Ensures compatibility of District-wide information systems and applications.
16. Responsible for the implementation of IMA security. Administers the Automation Security Program for the District IAW the provisions of AR 380-19.
17. Prepares and submits operation budgets for IMA resources. Manages the expenditure of funds within approved IMA budget. Identifies a steady recurring rate of capital investment to update and/or replace existing systems. Coordinates preparation and recommends action on the District's ADP and office equipment portion of the Plant Replacement and Improvement Program, including prioritization of requirements.
18. Serves as MVK and MVD Contracting Officer Representatives for contractual IM/IT services.

Automation/Communications Branch

1. Responsible for the development, coordination, and implementation of information systems for decision-makers, including educating executives and managers to effectively use automation. Assists district information users with the planning and managerial aspects of requirements determination, documentation, and the justification process. Advises managers on effective management and integration of information requirements.
2. Ensures software and hardware integration of all MVK and MVD Headquarters information systems and applications to include mainframe, minicomputers, and microcomputers.
3. Responsible for administration of the MVK and MVD Headquarters Corporate Information Systems and all other MVK information systems.

4. Serves as functional (Automation & Telecommunications) career program coordinator.
5. Develops and coordinates IMA training programs for MVK and MVD Headquarters, designing course content if necessary or coordinating with MVD, Directorate of Human Resources Management (HR) to obtain required training courses.
6. Performs executive (e.g., computer operating systems) and applications programming as required to develop and maintain software systems. Responsible for database design, development, administration, and maintenance.
7. Coordinates with various operation elements in developing automation applications. Maintains liaison with MVD, WES, HQUSACE, and commercial vendors, as appropriate.
8. Provides advice, guidance, and assistance to automation users. This assistance includes troubleshooting problems and identifying hardware or software maintenance support for all computer systems.
9. Performs systems analysis, design, and development of applications using both in-house and contractual services.
10. Receives and inspects microcomputer software and hardware purchases for compliance to specifications.
11. Maintains IMA equipment and equipment inventories.
12. Designs, develops, prepares specifications, and implements advanced communications systems (voice, radio, and data). Also coordinates acquisition of these systems. Provides expert guidance to MVD and District elements concerning electronic problems.
13. Designs and constructs special electronic equipment as needed where existing commercial equipment cannot be procured.
14. Serves as a single point-of-contact for automation related support issues for MVK and MVD Headquarters. Resolves customer support issues or directs problems to proper IM element for resolution. Tracks all reported problems to conclusion.
15. Responsible for family, user-id, and password administration.
16. Responsible for ISSO function for MVK and MVD Headquarters.
17. Responsible for District WEB architecture.

18. Responsible for WEB development and WEB based applications to minimize duplication of effort for MVK and MVD Headquarters.

19. Coordinates all operating systems to insure interoperability among various automated systems.

20. Provides multi media direction to include planning, design, operation, and support for MVK and MVD Headquarters, e.g., VTC, conference room support, town meetings, etc.

Technology Requirements/Services Branch

1. Validates requirements through studies and reviews and coordinates acquisition approval for IMA hardware and software requirements to ensure efficient utilization.

2. Provides instructions and guidance for development of the District's Information Technology (IT) Investment Portfolio. Manages the Information Technology (IT) Investment Portfolio System (ITIPS) to maintain detailed IT planning and budget information and generate an IT investment portfolio for all the organizations in the Vicksburg District.

3. Assists functional proponents in preparation of LCMIS documentation.

4. Prepares specifications for and coordinates with Vicksburg Consolidated Contracting Office to monitor acquisition of software and hardware for Information Management Activities for MVK and MVD Headquarters.

5. Implements policies and procedures pertaining to printing and reproduction support. Determines essentiality and requirements of reproduction methods, systems, and processes for mission accomplishment. Obtains printing support through Defense Printing Services (DPS).

6. Provides office management services, including maintaining the alternate files and a publication library, managing the District correspondence and forms usage, maintaining bulletin boards, managing copy machines, and operating a records storage area. Also requisitions, receives, and distributes higher authority publications to MVK and MVD.

7. Responsible for management of records management, printing management, and Management Information Control Officer (MICO) (AR 335-15).

8. Manages and oversees the Official Mail Cost Control Program for MVK and MVD Headquarters. Provides internal mail and message services and handles incoming and outgoing mail.

9. Operates the District classified and unclassified message document control center. Responsible for initial receipt and control of classified documents and responsible for the central storage area for classified documents.
10. Responsible for the Privacy Act and Freedom of Information Act Programs in coordination with Office of Counsel.
11. Responsible for the Vital Records Program in conjunction with Operations Division, Readiness Branch.
12. Provides audiovisual services. Provides still photography (black and white and color) and video services for all MVK and MVD Headquarters elements. Maintains a central file of photographs, negatives, and slides for the District.
13. Provides visual information services. Provides graphic art services for all MVK and MVD Headquarters elements. Serves as District and Division Graphics Standards Coordinator.
14. Maintains a central file of graphic slides and charts for the District. Provides visual information equipment to MVK and MVD Headquarter users.
15. Responsible for the District/MVD Headquarters technical library in providing collection development and information delivery including acquisitions, cataloging, circulation, reference, abstracting, bibliography services, and interlibrary loan service.
16. Provides District-wide communications support. Provides communications support for MVD Headquarters. Operates communication center for District and Division offices, including radio, PBX, TWX, telecopier, Western Union teletype, Autovon, WATS, FTS, and a crypto facility which is a branch of the Defense Communications System. Provides secure communications for WES and local military activities.
17. Provides both inter- and intra-District and MVD Headquarters radio communications support. Operates a radio communications center for MVK and MVD Headquarters offices that includes FM, single sideband, microwave, radio teletype, and Military Affiliate Radio System (MARS). Provides both analog and digital telecommunications services to field offices and other districts as necessary.
18. Installs and maintains radios, radar, teletype equipment, supersonic depth finders, hydrologic gages, microprocessors, data networks, and other electronic equipment. Conducts fact-finding and testing and gives technical advice when necessary.
19. Monitors national weather wire service in order to advise floating plant and other field personnel of any impending severe weather.

North Atlantic Division, CENAD

INFORMATION MANAGEMENT OFFICE

Directorate of Information Management

MISSION. Advises and assists the Division Commander and senior leadership in Information Resources Management (IRM) and the Information Mission Area (IMA) responsibilities as set forth by AR 25-1, AR 25-5, and other related publications. Exercises staff oversight of Division-wide Information Management Programs to include: automation; telecommunications; information assurance; audio visual; libraries; records management; printing and publications; information/business technology short/long-range strategic planning; and all associated activities, services and facilities of these functions.

FUNCTIONS

Command and Control

1. Serves as principal Information Management staff advisor to the Division Commander and senior leadership in the execution of oversight, policy and guidance for the division-wide Information Management Program.
2. Executes the Command's IM Program within the parameters of Congressional legislation specifically governing information technology (i.e., Clinger-Cohen Act (ITMRA), Paperwork Reduction Acts (PRAs), Telecommunications Act, Government Performance and Results Act (GPRA), etc., as well as a number of federal and higher headquarters driven policy, standards, and guidelines.
3. Provides technical guidance on IMA acquisition procurement standards and policies as the Contracting Officer's Technical Representative on IMA procurement.
4. Provides broad, highly technical, state of the art expertise on technological solutions to the Division's technical and scientific business processes and requirements.
5. Ensures that the Commander has IT resources to perform command and control functions, including critical capabilities for emergency and disaster recovery efforts.
6. Advises the Division Engineer and senior officials in the development, management and operational direction of the Information Management program, its numerous division-wide information technology systems, resources, and services.
7. Responsible for implementation of Information Resource Management public law, policy, procedures, standards, and guidelines at all organizational levels within the Division.

8. Ensures compliance with applicable DA and USACE IMA planning regulations and policies by all elements of the Division.
9. Develops IT and IMA service related operating procedures and policy.
10. Serves as a member or alternate member on various HQUSACE boards and teams, representing the Division in all Information Management business decisions.
11. Serves as a voting member on the Corps of Engineers Enterprise Infrastructure System (CEEIS) Configuration Control Board, representing the division in all Information Management matters such as infrastructure decisions.
12. Serves as an alternate member on the HQUSACE Cross Functional Assessment Team (CFAT), representing the division in Information Management matters such as software decisions.
13. Provides both planning and technical input to Corps-wide initiatives.
14. Participates in other HQUSACE level committees as required.
15. Provides oversight of contracted computer support provided by one of the CENAD districts and resolves command issues with the district providing support services.
16. Establishes the scope and direction of projects and assignments.
17. Ensures the provision of the full range of Information Mission Area (IMA) operational services to Division headquarters staff.
18. Oversees the management of Contracting Officer Representatives and Contracting Officer's Technical Representatives for IMA related contracts.

Regional Interface

1. Serves as regional Information Management liaison to DA, federal and civilian agencies and activities concerning information management program matters.
2. Collaborates with other divisions and other directorates and offices within the North Atlantic Division to assess the impact of changing priorities, determine what work to defer to comply with new urgencies, and what work to contract out or request additional resources.

Program Management

1. Exercises staff oversight of division-wide Information Management Programs to include: (1) automation, (2) telecommunications, (3) audio visual, (4) libraries, (5) records management, (6) printing and publications, (7) information/business technology short-/long-range strategic planning, and all associated activities, services and facilities of these functions.
2. Provides for oversight of district acquisitions, with authority to revoke delegation of procurement authority to ensure compliance by all elements of the Division.
3. Provides the technical and staff leadership for Division-wide technology initiatives (e.g., Regional Business Center initiatives, modernize Information Management infrastructure, local and wide area networks, video teleconferencing) that form the basis of the Division's information technology infrastructure.
4. Assures interoperability, integration, and operations (e.g., computers, file servers, workstations, local area networks (LANs), dedicated communication circuits, radio and telephone systems, connections to wide area networks and the internet, copiers, electronic equipment and instrumentation, and teleconferencing facilities).
5. Continuously monitors IM program services, facilities, and equipment for purposes of quality assurance, increasing efficiencies, reducing costs, ensuring accountability, and identifying any areas that are vulnerable to cost overruns or abuse. The nature of technology changes requires constant attention to assess program impact and to make necessary subsequent adjustments in plans and schedules.
6. Defines the Division's target information architectures within HQUSACE, Army, and DOD architecture standards and guidelines.
7. Ensures integration and interoperability of all planned architectures and related information technology investments by subordinate organizations.
8. Responsible for the execution of the automation security program within the Division in accordance with AR 380-19.
9. Formulates and implements division-wide information management plans, programs, policies and procedures.
10. Plans, programs, integrate, coordinate and evaluate the Division's Information Technology requirements to develop and maintain the NAD information architectures and IMA Modernization Plans (IMA MOD Plans) consistent with both the mission requirements of all NAD elements and with those of higher headquarters.
11. Develops, recommends priorities, and executes the Command's IM goals and objectives, through staff oversight of multi-year IM strategic and tactical master plans.

12. Ensures appropriate linkages between IM plans and command strategic plans and performance measurements.
13. Manages the preparation, review and execution of division information management budget and funding programs.
14. Monitors, reviews, and provides oversight for fiscal execution of the Command's IM Program, to include recommending ways and means to Command compliance with HQUSACE directives related to IM cost accounting and tracking of automated information system program expenditures.
15. Recommends funding priorities and develops special IM funding proposals for Command initiatives, as appropriate.
16. Oversees and coordinates division-wide integration, development and implementation of all Automated Information Systems (AIS).
17. Establishes information goals and objectives, and long and short-range plans and master plans for the application and use of IMA equipment and services throughout the Division.
18. Oversees and manages the Division Information Technology Investment Portfolio (ITIP).
19. Develops the Information Technology Investment Portfolio (IMA Modernization Plan) in order to obtain IM Planning Authority, without which Information Technology cannot be procured.
20. Validates and approves Information Resource Management Modernization Program (IRMMP) transfers throughout the division.
21. Evaluates IM Program delivery for feedback and planning purposes.
22. Provides decision authority over division and district Federal Information Procurement Delegated Procurement Authority (DPA) and Delegated Validation Authority (DVA).
23. Advises and assists Division customers with the technical and managerial aspects of the FIP requirements determination, documentation and justification process.
24. Responsible for all aspects of Life Cycle Management of Information Systems (LCMIS) for Division applications.
25. Responsible for review and milestone approval procedures and control of Automated Information System (AIS) expenditures in order to ensure that the benefits derived from

new AIS satisfy mission needs to the greatest extent possible and in the most cost-effective manner.

26. Responsible for ensuring that all AIS programmatic decisions are based on the total anticipated benefits that will be derived over the life of the AIS.

27. Ensures that functional users and/or AIS project managers identify; define and prioritize needs throughout all phases of the AIS life cycle; formally assess the operational adequacy of new and/or modernized AIS; evaluate alternative AIS approaches; ensure that AIS development is consistent with policy and guidance; and, provide cost effective acquisition procedures for FIP resources in support of AIS.

28. Ensures that formal life cycle management Milestone Decision Authority (MDA) for the Command is performed.

29. Serves as Division Information Management Career Program Manager for Career Program (CP) 34 and to ensure development of a well-trained cadre of information resource professionals.

30. Consolidates and prepares regulatory division-wide reports, e.g., the Freedom of Information Act, the Privacy Act, Positive Accountability Postage Administration System, and the Visual Information Annual Activity Report.

Quality Assurance

1. Performs periodic quality assurance and assistance reviews of district Information Management programs by conducting periodic Information Resources Management Review and Oversight Program (IRMROP) visits.

2. Oversees development and does quality assurance on all IM specific upward reporting and special data call requirements. Frequently, data calls are Department of Defense, Department of the Army, and sometimes Congressionally directed.

3. Manages the Internal Management Control Program for IMA functions.

Baltimore District, CENAB

INFORMATION MANAGEMENT OFFICE

Office of Chief

1. Manages, supervises and directs all activities of the office to include the Information Mission Areas (IMA) of communications (voice, data, and radio), automation (including office automation), audiovisual information, libraries, records management, publications and printing and its supporting personnel, equipment, services, and facilities. Establishes controls for ensuring the efficient utilization of personnel, equipment, time and monies of the Information Management Office (IMO).
2. Serves as point of contact on all matters pertaining to IMA, serves as the IMA Staff Officer and is the principal staff member for the administration of Information Management (IM) in the Baltimore District. Advises the District Commander and the District staff on all matters relating to Information Management. Maintains liaison with NAD, USACE, other Federal and State agencies and industry.
3. Responsible for the formulation of plans, policies and procedures for guidance of Information Management activities throughout the District.
4. Develops, consolidates and recommends District-wide IMA goals, objectives, policies and priorities to the Information Resources Management Steering Committee (IRMSC).
5. Coordinates, develops, and maintains the District's Strategic Information Management Plan (SIMP) and the District Information Mission Area Modernization Plan (IMA Mod Plan). Monitors acquisition requests for compliance with the guidelines established in the SIMP and the programming goals set in the IMA Mod Plan. Coordinates with IMO branch chiefs and District functional elements to ascertain and validate the requirements for IMA resources, associated costs and required installation dates. Reviews all justifications for the acquisition of IMA resources ensuring compatibility of District-wide information systems applications, and supporting documents/data accompany the justifications in accordance with guidance.
6. Responsible for managing computer hardware and software for the District. Responsible for all IMA equipment. These equipment lists will be used to identify equipment by type, location and associated system, for the overall monitoring of assets, assist in maintaining standardization of system architecture, and to serve as a ready reference in support of special circumstances such as disaster/mobilization.
7. Develop, implement and test the District's IM mobilization plans. Serves as the IMO point of contact for the participation in mobilization exercises. Coordinate with the Chief, Information Integration and Implementation Branch (IM-I) for the development and

implementation of an IMA Continuity of Operation Plan coordinating with the Property Book Officer to obtain and maintain lists of all types (COOP).

8. Develops IMO's portion of the civil and military operating budget to include the Plant Replacement and Improvement Program (PRIP) and the Operations and Maintenance (O&M) Budget. Prepares the IMO budget estimates and processes funding and authorization requirements for acquisition of automation hardware, software, reproduction equipment, communication equipment and contractual services. In coordination with other staff elements, identifies the requirements for contractual automation services and develops cost estimates and other supporting schedules. Monitors the IMO revolving fund and facilities accounts.

9. Responsible for consolidating and providing IM billing to District elements.

10. Responsible for the implementation of overall automation system security and the security of telecommunication systems, in accordance with AR 380-19 and other directives. Serves as the District Automation Systems Security Manager (ASSM). Establishes policy for District information management security and monitors automation in accordance with AR 380-19.

Information Integration and Implementation Branch Office of Chief

1. Manages, supervises and directs activities of the Information Integration and Implementation Branch.

2. Responsible for overseeing the design, development, integration, and implementation of all information management systems.

3. Ensures feasibility studies are performed to promote utilization of automation techniques.

4. Plans, directs, and coordinates the activities of subordinates in areas of designing, testing and installing suitable office automation systems; performing systems analysis; managing the District's Data Base Administration Program integrating all IMA disciplines.

5. Oversees the management, design, development, and maintenance of all types of communications networks including Local Area Networks, VHF and HF radio, telephone systems, and all interconnecting requirements for transmission of voice and data between the various systems. Also advises in the preparation of specifications for automation and telecommunications hardware, software and services.

6. Develops and maintains a viable District computer training program and computer training room, covering standard software and hardware.

7. Develops and implements procedures for prototyping to include graphics, local area networks (LAN), voice activated data entry and other developing technologies.
8. Prepares specifications for, and oversees execution of, the District maintenance contract for microcomputers, printer, monitors, tape backups, plotters, scanners, and other peripheral computer equipment.
9. Responsible for providing monthly automation billing and utilization reports.
10. Administer the contracts providing for maintenance of all general purpose ADP equipment.

Automation

1. Designs, develops and maintains automated data systems in accordance with Army Automation Life Cycle requirements to include:
2. Developing and preparing Proposed Technical Approaches (PTA), Project Master Plan (PMP) and Statements of Work (SOW).
3. Defining the breakdown of work into tasks and subtasks and the scheduling of resources.
4. Estimating the level of effort and the scheduling of task completions, establishing milestones, and monitoring activity and resource usage.
5. Reporting project progress through formal and informal briefings and reports.
6. Develops detailed procedures for collecting, cataloging and entering data into an automated system; processing, summarizing and distributing finished products. Systems include, but are not limited to, word processing, electronic mail, calendar preparation, data base management systems and electronic spreadsheet as minimal application.
7. Establishes and maintains close liaison with functional users to aid in identifying and defining automated data system requirements and logical data base management requirements.
8. Serves as Contracting Officer's Technical Representative (COTR) to evaluate and technically administer automation contracts when designated.
9. Performs data base administration functions. Maintains a data elements dictionary, cross-referenced to corporate data bases and systems. Reviews the creation of all new data bases to minimize data redundancy.

10. Performs technical evaluation of the automation hardware requirements portion of IMA plans.
11. Obtains, administers, and monitors all computer systems analysis and programming services contracts. Provides tasking to contractors, reviews work performed, and performs post-implementation reviews.
12. Responsible for the implementation of IMA security. Coordinates with the Systems Security Manager IAW AR 380-18.
13. Prepares automated equipment specifications.
14. Provides other customer services which include, but are not limited to the following:
15. Assessing and analyzing customers' needs to determine the most appropriate automation means, if warranted, to accommodate these needs.
16. Facilitating the involvement of other IM personnel in determining how best to meet the customers' needs (i.e., application development, hardware configuration, system upgrade, network implementation, etc.).
17. Assisting customers in developing applications using standard software packages when practical, necessary, and not requiring a long-term involved commitment of time and/or resources.
18. Develops and implements procedures for prototyping to include graphics, local area networks (LAN), voice activated data entry and other developing technologies.
19. Operate the District's host minicomputer systems.
20. Operate and manage the computer center's tape library, including the backup and offsite tape storage.
21. Schedule computer operations.
22. Provide File Restoration, Transmission/Retrieval, Input/Output and Quality Control services to users.
23. Administer all computer operations service contracts.
24. Responsible for the operation and fine tuning of executive software, including the operating systems to optimize operations and cost.
25. Perform evaluations/inspections/reviews to determine the adequacy of computer systems, operating software, program design and SOP's to accomplish stated objectives.

Correct deficiencies, make improvements to SOP's and make recommendations to appropriate managers to improve operations.

26. Maintain essential equipment performances records to assist in identifying any weakness in over all operations

27. Monitor the workload, available resources and requirements in accordance with IMO priorities.

28. Install and test new and upgrade software packages prior to placing online for user access. Assists other IMO personnel in the handling and resolution of operational problems.

29. Responsible for the data and physical security of IMA equipment located within the confines of the Computer Center in accordance with the provisions of AR 380-19 and other applicable directives.

30. Ensures that the life cycle of information, to include collection, processing, storage and disposal, is effectively managed and integrated throughout the District.

31. Develops integrated and responsive informative systems.

32. In coordination with users and other IM officers, researches and develops potential new information technologies.

33. Provides on-call assistance in response to customer questions and difficulties encountered, as well as providing consultation by appointment for requests of less immediate concern.

34. Conducts periodic visits to Field Offices to provide onsite assistance and consultation, as well as providing some minimal level of computer-related training, as necessary, to field customers.

Communications

1. Validates all requirements for communication facilities. Responsible for coordinating, designing, funding (where appropriate) and implementing all voice, data, and teleconferencing communication facilities. Provides system support for such means of communication as telephone, teletype, facsimile, data private line, and radio systems including Civil Works Radio Network.

2. Performs technical evaluation of communication hardware requirements portion of IMA plans. Serves as a consultant to review plans and specifications for facilities having data communication systems.

3. Prepares purchase request for communication equipment, maintenance and supplies. Prepares communications equipment specifications.
4. Serves as the District Radio Communication Officer providing user with technical advice about communications. Coordinates all district requirements for radio equipment. Prepares the Radio Communication Master Plan as directed by higher authority. Reviews District PRIP submissions for radio equipment to ensure technical adequacy. Responsible for the acquisition and maintenance of all radio systems acquired for the District.
5. Maintains a record of all radio frequencies authorized for use by the District. Keeps existing frequencies authorizations current and applies for additional frequencies when needed.
6. Responsible for all forms of telecommunications systems which use the electromagnetic spectrum such as radio-communications, radio-location, radio-navigation, and meteorological aids used in fixed and/or mobile aeronautical, land, maritime, and satellite services, in the following areas:
 - a. Programming funds for all IM radio initiatives.
 - b. Ensure that operations and maintenance training is available.
 - d. Radio frequency management.
 - e. Prepare appropriate test procedures. E. Maintenance support in accordance with applicable DA and USACE regulations/policies.
11. Receives, evaluates, and recommends approval/disapproval of all requests for modification and/or changes to the District Office telephone system. Serves as Ordering Officer for all approved modifications and/or changes.
12. Maintains a record of telephone bills. Tracks monthly bills to ensure that Telephone Control Officers (TCO's) sign off on each telephone bill, and that the bills are mailed to F&A for payment.
13. Point of contact for all District telephone repairs and relocation requests.
14. Provides initial response on all incoming AUTOVON calls as well as District directory assistance
15. Operates and manages the District's Data Communication Network consisting of data packet switches, local area networks, multiplexers, modems, data sets, dedicated data lines, signal cables, etc.

16. Receives, evaluates, and implements changes to the District Office Data Communication Network. Coordinates the installation of data communication equipment and services with the agent responsible for such work. Develops and implements procedures for prototyping local area networks and other data communication systems.

17. Operates the District telecommunications center Monday thru Friday between the hours of 0700-1600 and as required during actual emergencies or when directed by the District Engineer. Receives and transmit classified and unclassified messages for the District headquarters utilizing the DCS AUTODIN system. Receives and transmits classified and unclassified documents over the District's dedicated facsimile machine and Western Union circuit.

18. Performs COMSEC Custodian duties for the District. A. Receipts, safeguards, and accounts for all COMSEC materials and equipment handled within the District. Ensures that CRYPTO key changes are performed IAW with controlling authorities directives. B. Inspects and assures proper installation of all COMSEC assets. Ensures that all equipment and COMSEC aids are properly utilized and employees trained before hand-receipting equipment and materials. Coordinate preventive and/or required COMSEC maintenance to ensure continuity of services.

Information Support Service Branch Office of the Chief

Plans, directs, controls and coordinates the activities of subordinates in the Information Support Services Branch functions of records management, classified document control, publication and forms management, office administration, printing and reproduction, photography, graphics and visual information, and mail and message distribution. Act as an advisor to the Chief of IM on long-range planning and state-of-the-art technology in support of the Baltimore District of the U.S. Army Corps of Engineers.

Visual Information

1. Prepares graphic displays and visual aids of all types for the District and other governmental agencies. These displays include exhibits, publicity folders, pamphlets, posters, brochures, books, certificates, programs, maps, charts, publications, and other forms of illustrations used at county, state, regional fairs, conventions, ground breakings, dedications, school exhibits, Armed Forces Day and any other gatherings sponsored by the Corps of Engineers.
2. Produces videotapes, slides, viewgraphs and still photography and maintains slide and negative inventory.
3. Coordinates photographic and graphics work accomplished under contract.
4. Assists with audio-visual requirements for public hearings; meetings with other agencies, and District workshops.

5. Supervises design layout, writing and editing, photo composition, and printing of State pamphlets in NAD's civil works area of responsibility.
6. Plans and develops visual treatment for exhibits, presentations, and printed material.
7. Acts as liaison between Baltimore District and Defense Printing Service and between client and printer regarding visual designs and reproductions.
8. Assists customers in preparing justification for printing of those documents deemed functional and required for mission enhancement but not considered ordinary printing requirements.
9. Provides planning guidance for preparing estimates and controlling printing funds.
10. Prepares printing and reproduction reports for higher headquarters review IAW governing regulations.

Records Management

1. Performs staff assistance visits to all District headquarters and field offices to assure that record management techniques are being implemented to meet the standards established by higher headquarters. Applies applicable regulations governing maintenance, transfer, and retirement or disposal of records. Instructs new records coordinators. Verifies accuracy of office's records classification as applicable to the organizational function. Writes reports of discrepancies supplying corrective action and performs follow-up when records management is considered less than satisfactory.
2. Operates and maintains, via contracted services, the District's Records Holding Area (RHA). Retires appropriate inactive records to the Federal Archives.
3. Serves as Program Coordinator for machine-readable records. Provides guidance to ensure permanent preservation of archival information, and for the systematic disposition of all other information in machine-readable form.
4. Provides support to managers and technical elements by obtaining official records, drawings, and publications from agencies outside Baltimore District.
5. Makes recommendations concerning the use and selection of filing equipment, micrographics equipment, and copiers. Approves final selections.
6. Manages the District Micrographics program by determining files to be filmed or scanned to disc, designating systems to fit user needs, and evaluating equipment and supplies. Writes statement of work for all micrographics contracts and works closely with the contractor on projects. Monitors all ongoing projects, both in-house and on contract.

Serves as the Quality Assurance Evaluator (QAE) on all film/disc produced and informs contractors when film/disc products fail to meet quality or archival standards specified.

7. Administers the District Correspondence Control program. Reviews all higher echelon changes to correspondence regulations. Updates the District's Correspondence Guide and performs group training on major changes. Furnishes individual assistance as needs.

8. Exercises final technical responsibility for the District's Forms Control and Publication program. Maintains the distribution requirement of all publications and forms used within the District. Approves the final format of the District forms and publications, and develops applicable printing and binding specifications, ensuring that each is created economically.

9. Performs Classified Document Custodian duties for the District. Receives, opens, records and delivers all incoming documents to the intended addressee. Serves as the District's classified document repository. Safeguards and charges out classified documents. Downgrades, declassifies, destroys, or prepares notices to recipients on action to be taken.

10. Performs the duties of the District Management Information Control Officer by providing guidance within the District on management information control policies. Approves/disapproves internal requirements, and establishes and maintains and recurring reports control register through periodic reviews.

11. Executes the duties of the District's Privacy Act Official. Reviews forms and systems of records to assure the Privacy Act has been implemented where required.

12. Conducts studies to determine the possibility of developing and using form letters to reduce routine and repetitive type letters.

13. Initiate district directives for the maintenance and disposition of files, forms control, and administrative procedures.

14. Maintain an alternate emergency file plan for the Baltimore District.

15. Establishes policies and procedures for monitoring the handling of sensitive data and printouts to comply with the Privacy Act and Freedom of Information Act requirements.

16. Maintains "Congressional" suspense files and follows up on overdue correspondence.

17. Maintains the record set of District Regulations, establishing and coordinating periodic reviews and revisions.

Library

1. The Technical Library provides mission related research and information services to the District. By providing District personnel with current periodicals, books, reference materials, and research services, the library helps everyone to fulfill their mission related goals and objectives. The Technical Library provides timely and accurate delivery of information that is essential to effective decision-making in the Corps.
2. Selects and acquires library materials to support the entire informational needs of the Baltimore District using Blanket Purchase Agreements, Deposit Accounts, subscription agents, OCE subscriptions and purchase requisitions, and maintains required Accountable Property records for these materials. Uses computer technology to manage the district's subscription requirements.
3. Catalogs and organizes books, reports, maps, and audiovisual material to facilitate access and use of the library collection. Prepares bibliographies of selected materials as appropriate.
4. Maintains files on the circulating collection. Develops and maintains database files on subscriptions, which are routed to offices and prepare the annual review of subscriptions.
5. Uses a variety of information resources such as online databases, electronic networks, audio-visual material, micrographics, and computerized data files, as well as printed material to handle reference and research questions from virtually every office in the District, as well as requests from other libraries and from the community.
6. Operates a Learning Resources Center, a unique facility where District employees can learn about the various facets of the information age by providing access to audio-visual, micrographics, and computerized materials and equipment.
7. Participates in reciprocal lending programs with other Corps, Academic, Public and Special libraries.
8. Distributes periodicals to the entire district and renew subscriptions. Maintains the District master set of all regulations and publications, in addition to a supply of extra copies for handout to users.
9. Reviews Federal Registers and Congressional Record daily and sends abstracts of regulations and legislation to pertinent divisions and Executive Office.
10. Maintains microfiche/CD-ROM files on specifications and standards and reproduces copies for the field.
11. Maintains a library of computer software, as well as video and computer based training media, for investigation and use by all District customers.

Mail and Distribution

1. Performs the duties of Official Mail Control Officer for the District.
2. Provides information and guidance to Army employees, review local mailings, establish and maintain coordination with subordinate FOAs when purchasing and contracting postal equipment, and maintains liaison with the United States Postal Service and other Army Postal Officials. Reports postage use and cost to higher headquarters as required by governing regulations.
3. Responsible for incoming mail. Determines if suspense control is needed.
4. Records checks, money orders and cash received through the mail that is insufficiently addressed, and prepares Remittance Register.
5. Process all outgoing mail. Determines the correct class/category of postage to meet delivery requirements at the least cost to the Corps of Engineers. Numbers and records registered and certified mail. Makes distribution of local publications
6. Directs and coordinates the messenger service for the District.

New York District, CENAN

INFORMATION MANAGEMENT OFFICE

MISSION. The Chief of the Information Management Office serves as the Information Management Staff Officer and as the principal advisor to the District Engineer and key operating officials on all matters pertaining to the Information Mission Areas.

FUNCTIONS: Responsible for Information Management within the New York District including eight Information Mission Areas (IMA): Automation, Communications, Visual Information, Printing and Publications, Records Management, Library Services, Requirements and Planning, and Information Assurance. The first four of the eight-mission areas function as facilities generating business and covering costs by providing desired resources and services to customers on a reimbursable basis. The remaining four include some reimbursable services (e.g., Records Management includes Mail Services and Copier Usage and Library Resources includes Online services on a reimbursable basis) but generally overhead activities. Information Assurance is managed and performed by the Information Assurance Officer working directly for the Chief of Information Management.

Office of the Chief

Information Assurance Management.

1. Responsible for planning, developing, implementing, and maintaining automation security programs to ensure the confidentiality, integrity, and availability of automated systems, networks, and data/information; to guard against unauthorized access to or destruction of information resources; and to satisfy accreditation and other IT security requirements; as well as to develop continuity of operation plans and resources to address potential problems. Responsible for ensuring the District adheres to all IT security requirements and implements security measures in a timely and effective manner.
2. The Information Management Office includes two branches: the Information Requirements and Planning Branch and the Information Implementation and Integration Branch.

Information Requirements and Planning Branch

Responsible for the study, identification, and evaluation of District IMA requirements and the financial programming and planning associated with the procurement, implementation, integration, maintenance, use, improvement, & replacement of IMA resources to satisfy the requirements throughout their life cycle.

Requirements and Planning.

1. Prepares technical, operational, and systems architectures and, in partnership with Customers, the District's IMA Master Plans.
2. Approves Division and Office IMA plans and maintains the District's approved IMA Master Plans authorizing procurement of IMA hardware, software, and services.
3. Prepares, submits, and updates the District's IM budgets and Budget estimates for IMA resources.
3. Conducts Information Resource Management (IRM), Life Cycle Management (LCM), and cost-benefit analysis (CBA) studies and performs systems analysis, design, and development work to validate or promote changes in the use of automated resources.
4. Formulates District IMA policies and recommends District IMA goals, objectives, and priorities.
5. Develops and manages the automation portion of the District's Continuation of Operations Plan (COOP) and MICRO plan.
6. Maintains the District's portion of the Corps' data dictionary. Consolidates the IMA plans for procurement of PRIP items and monitors plan execution, and manages the District's Corporate IT Investment Portfolio.

Communications Facility.

1. Responsible for evaluating, designing, planning, budgeting, procuring, implementing, maintaining, upgrading, and replacing voice and data communications resources to satisfy customer needs within the general guidelines established by higher authority and consonant with industry trends in this rapidly changing technological and scientific area.
2. Responsible for the management, operation, and maintenance of the District's COMSEC including access to, the use of, and the storage of materials associated with the SIPRNET and Secure DMS.

Records Management Operations

1. Responsible for the District's management of records including planning, controlling, organizing, training, and other activities associated with the creation, use, maintenance, storage, and disposition of records for the purpose of achieving their effective and economical management. The Records Management Program includes among its subprograms the Records Maintenance & Disposition Program, FOIA/Privacy Act Programs, Vital Records Program, Official Mail and Distribution Management Program, Management Information Control Program, Forms Management Program, the Publication Directives Program, the Micro-graphics Program, and the Office Copier Program.

2. Responsible for managing all aspects of securing, installing, applying, and maintaining Electronic Data Management and automated storage and retrieval systems within the New York District including identifying technical and practical requirements; approving applications; contracting with vendors, establishing policies, guidelines, and procedures; and instituting document management, disposition, and disposal/retention requirements consistent with DoD and Army requirements and Industry developments and trends.

Printing and Publications (Reproduction) Facility.

Responsible for the procurement of reproduction, printing, and publication products and services. Prioritizes jobs, determines the best suppliers, ensures contractors receive work, monitors the work performed and the progress of deliveries, encourages contractors to meet schedules, and records for each type of product or service the quantities and costs for distributions purposes and for management, planning, and upward reporting requirements.

Visual Information Facility.

1. Provides support in developing illustrations, designs, layouts, pictures, photographs, charts, and other means of providing graphic representations.
2. Provides photographic services for District ceremonies and maintains, for use by customers, audio-visual resources for presentations, conferences, and other District activities.
3. Designs, develops, maintains, updates, and manages both the District's Internet and Intranet presence and resources. Provides WEB Master services in handling the administrative work associated with the development, maintenance, and evolution of both sites.
4. Develops, plans, programs, implements, maintains, modifies, and employs audiovisual resources in connection with teleconferencing and with information and educational presentations.
5. Responsible for the design, specifications, procurement, installation, maintenance and management of Video Teleconferencing Equipment and resources; for training personnel on the use of VTC; and for the accreditation of secure VTC consistent with DoD and Army requirements and consonant with changes in the industry and advancing technology.

Library Services.

Provides virtual library services in-house or through contracts with service providers within resource and budgetary constraints.

Information Implementation and Integration Branch

1. Standard and Policy:

a. Ensure District computer operation will comply with Army automation regulation.

b. Provide IT hardware (e.g. computer equipment, data communication equipment and digital equipment) and IT software (e.g. Off-the Shelf software, Database Management System, system software and application software) standard

c. Provide guideline to use computer equipment and software including login and changing password.

d. Review users' requirement and make sure it is compatible with existing equipment and software.

System Administrator & Computer Operation

1. Install, configure and maintain all New York District's servers which include Window servers, Unix servers and any other (operating system) servers.

2. Add, remove and maintain user accounts.

3. Design, and setup file structures, disk storage, and active directories.

4. Design, develop and maintain file archive/restore system.

5. Install, configure and maintain backup and restore system.

Data Communication

1. Design, develop, implement and maintain data communication system including wide-area-network and local-area-network.

2. Design, develop, implement and maintain Voice over Internet Protocol network in the District and field offices.

3. All data/voice communication networks will be documented and diagramed in electronic format (e.g. MS Visio format).

4. Install, configure and maintain all nodes (computers, phones, etc.) and network equipment in data and VoIP network.
5. Install, configure and maintain online network monitor system (e.g. Open View).
6. Operate and maintain Video Teleconference center.
7. Analysis, plan, implement and maintain wireless network.

Application Program and Support

1. Design, develop and maintain Districts' Internet and Intranet Web site.
2. Install, configure and maintain Database Management System.
3. Design, develop, implement and maintain Engineering, Financial, Contractual, Utility database and programs.
4. Provide program and user documents.
5. Implement and support Corps standard programs/systems (e.g. CEFMS, RMS, P2, SPS, KME, etc.).
6. Implement and support GIS and CADD.

Help Desk Support

1. Install, configure and upgrade PCs' hardware and software.
2. Provide technical support to end-users; troubleshoot hardware and software problems when they arise.
3. Provide classroom and on site training to users.
4. Evaluate and purchase computer hardware and software.

E-Mail

1. Install, configure, upgrade and maintain E-Mail server software and hardware.
2. Add, remove and maintain users' mailboxes and properties.
3. Create and maintain distribution lists.
4. Install, maintain and support wireless PDA software and hardware.

5. Provide Standard Operating Procedure.
6. Provide support secured DMS.

Computer Security

1. Following AR 25-2 and 380-19.
2. Provide support to Common Access Card hardware and software.
3. Install, configure and maintain Firewall
4. Install, configure and operate network monitor tools (e.g. IDS, Sniffer, etc).
5. Install or pushdown security patches.

Norfolk District, CENAO

INFORMATION MANAGEMENT OFFICE

MISSION. Exercises principal staff responsibility for Information Management Office support in the six Information Mission Areas (IMA) as set forth by AR 25-1, AR 25-5, and other related regulations and publications. Establishes Information Mission Area (IMA) goals, objectives and priorities for the District. Provides support of the information processing requirements of the District's mission of Military Construction and Civil Works. Also provides support to the North Atlantic Division, Directorate of Information Management (DOIM). The six IMAs encompass the technical and function support for: (1) automation (including office automation); (2) communications (voice and data, and mail); (3) audio visual; (4) records management; (5) library; and (6) printing and publication.

FUNCTIONS.

Office of the Chief

1. Responsible for the formulation of plans, policies and procedures within the framework of general policies by higher authority and for guidance on Information Management activities throughout the District.
2. Accomplishes and maintains all long-range planning for all IMA functions. Programs and budgets for IMA resources. Ensures the fiscal execution for all IMA functions. Responsible for establishing a procedure to monitor progress or execution of the District's Information Management Plan. Plans, programs, budgets and reports the District's overall manpower, fiscal and physical Information Mission Area program requirements.
3. Responsible for planning and management of special Army programs, i.e. records management, printing management, automation, etc.
4. Responsible for the development, coordination and implementation of information systems for decision-makers including educating executives and managers to effectively use automation.
5. Validates and approves all District Information Management or Federal Information Processing (FIP) resources IAW with the Federal Information Resources Management Regulations. Prepares reports and recommendations and justifications for the Information Management Office for both internal and upward reporting.
6. Serves as Career Program Manager for CP 34.

7. Maintains inventories, configurations of hardware and software, and internal databases. Develops systems for internal use and to assist the customers with information on IM resources equipment and software delivery schedules, status of installations/maintenance, service calls, etc. Has primary timekeeper responsibilities for IMO staff. Prepares correspondence. Types reports and maintains office supplies for the IMO. Serves as travel coordinator for IM.

Administrative Support

1. Prepares Information Management Plan (IMP) IAW Division, HQUSACE and Army guidance. Accomplishes and maintains district long and short range planning for IMA functions. Has responsibility for district data administration and management.

2. Prepares contract plans, statements of work requirements and serves as technical evaluator for contract bids in support of various IMA requirements. Provide central acquisition and program management of ADP hardware, software, and security. Provides technical assistance and advice in specialized automation areas.

3. Prepares and maintains Continuity of Operations Plan (COOP) for all information management resources. Coordinates disaster control/recovery for records. Coordinates IM portion of District Mobilization Plan.

4. Reviews District FIP resources requests, including construction projects that require (imbedded) FIP resources. Prepares and/or assists in the preparation of Agency Procurement Requests (APR) for Delegation of Procurement Authority (DPA), for higher headquarters review and approval if request is beyond Districts IM's acquisition approval authority. Prepares Purchase Requests and Commitment (PRC) documents for FIP acquisitions for the district.

5. Process District Printing and Visual Information (VI) products requirements. Prepare and process print orders, including services to pickup and deliver contracts specifications and drawings (to include half-size drawings). Coordinates with Defense Printing Service (DPS), Navy Printing and Publications Service Center for printing required and on-site reproduction (copier facility) services. Manages overall copier program to include cost-per-copy contracts. Compiles information for higher authority printing/duplication reports. Establishes and manages contracts supporting VI and printing requirements.

6. Manages a technical information and legal library, selecting, acquiring, organizing, and retrieving material in support of technical and scientific information needs. Prepares bibliographies, literature searches and abstracts as part of the service. Conducts on-line searches for data/information as requested by both district and DOW personnel. Responsible for the acquisition of all periodicals, newspapers, books, and other written materials for the district.

7. Administers all district IMO contracts. Monitors progress of execution, processes payments, investigates deficiencies, and ensures compliance.
8. Responsible for the implementation of the District overall automation system security IAW AR 380-19 and for security of telecommunications systems.
9. Provides service in Official Mail Room operations. Manages and maintains internal mail and message services. Performs mail dispatch functions IAW postal services requirements and regulations. Performs pickups/deliveries to Post Office and handles special deliveries as required. Operates and maintains postage metering equipment.
10. Receives incoming mail and determines proper routing procedures. Maintains control over suspense cases, conducts scheduled follow-up on deadline cases. Processes routine cases of non-technical nature, preparing correspondence including letters of request, transmittal, acknowledgment, etc. Reviews outgoing correspondence. Serves as POC for all training requirements of the Information Management Office and generates training documents as necessary. Provides other administrative duties as assigned.

Automation Support

1. Manages district computer systems and data communications networks, including installation, administration and operation of Local Area Network (LAN) and Wide Area Network (WAN) interfaces. Operates the division CDC 4360 minicomputer and the on-line high speed laser printers tied into the CORPS mainframe computers.
2. Responsibility for supporting all information management resources for the district. Designs, installs and maintains District Local Area Network (LAN) and serves as liaison for Wide Area Network (WAN) requirements. Maintains interfaces between MacNet, Appletalk, Ethernet, etc. and all other Corps data communications network(s) systems.
3. Operates the NAO hotline. Assigns tasks to appropriate POC/action officer(s) in the district. Provides microcomputer hardware and software support to the district including installations, troubleshooting, and 2nd echelon repair. Provides direct interface with vendors providing automation services to resolve district problems.
4. Provides assistance to all District divisions and offices in computer-related work. Provide guidance in purchase or use of various computer equipment, peripherals and software. Services provided include support of both technical engineering applications and administrative/management information requirements. Trouble-shoots problems with hardware and software operations and pursues problem resolution.

5. Responsible for validating IMA hardware and software requirements to ensure efficient utilization and integration with existing and planned IM environment. Ensures compatibility for all the District's information systems and applications.
6. Ensures software integration of all the District's information systems and applications (including off-the-shelf software). Provides advice, guidance and assistance to automation users, as required.
7. Performs technical evaluation of plans for hardware and software requirements. Prepares automated equipment specifications and monitors the acquisition process. Prepares contract plans, statements of work requirements and serves as technical evaluator for contract bids in support of various IMA requirements.
8. Performs systems review and applications programming as required to develop and maintain CORPS wide software systems. Performs systems analysis, design and development using both in-house and contractual services. Uses off-the-shelf software and database management systems, such as ORACLE to implement specific user requirements and interface with CORPS systems.
9. Provide support and assistance to implementing CORPS deployed standard information systems. Ensures software integration of all the District's information systems and applications (including off-the-shelf software and the hardware environment).
10. Control the installation's classified and unclassified message/documents. Responsible for initial receipt and control of classified documents including storage of the documents.
11. Responsible authority for appointing and training Correspondence Control Officer, Classified Document Control Officer. Operates and maintains secure COMSEC/DINAH facility, STU-III secure communications, and monitors the Radio Usage program. Maintains storage facility for classified documents. Prepares necessary documents, JAW FIRMR, for ordering voice communications equipment or obtaining repairs. Verifies telephone invoices (FTS 2000) for payment and submits billings. Manages the design, development, implementation and augmentation of all types of communication systems (voice and data).

System Support

1. Consolidated support of all Corps-wide standard systems are provided to the North Atlantic Division and its Districts under the administrative and operational control of the Norfolk District Commander. The Support Team provides support in the (IMA) of Corps-wide information systems automation and CEAP equipment and communications that support those systems.

2. Performs Division-wide Data Management and Family Administration for Corps standard databases that support the Corps standard information systems. Serves as NAD point of contact with Corps regional Processing Centers to report problems with Corps standard systems or CYBER executive system software.
3. Provides Division-wide Data Base Management for all NAD standard data bases, such as CEFMS and P2, making required changes in accordance with USACE established procedures. Research data base problems as reported by users, implementing solutions that re-captures data integrity. Liaison with the Corps regional Processing Centers to have databases restored or backed up.
4. Performs executive systems support and application programming as required to develop and maintain mainframe software systems in support of Division and all Districts.
5. Provides systems analysis, design and development using Structured Analysis and Design methodologies and CASE tools to meet Division-wide software requirements. Develop ad hoc queries, using SQL, to support specific user requests.
6. Maintains Division-wide inventory of identification (ID) and passwords utilizing the CYBER Automated Password System (UPASS). Initiate user accounts and obtain access to required systems and delete user accounts for employees leaving the organization. Distribute new passwords according the USACE schedule.
7. Develop and maintain a library of Division-wide SCL commands on the cyber for the NAD family.
8. Responsible for the space utilization and efficiency on the disk allocated for use by the Division in the Regional Data Center mainframe computers.
9. Maintains operating system, ORACLE environment and systems administration for the CDC 4360 system located in Norfolk that supports the Division Office and the Norfolk District. Provides support in implementing user applications on the CDC4360 and/or converting from another system platform to the CDC 4360. Provide weekly back-ups for the CDC 4360.
10. Operate and maintain the CEAP equipment and communication lines in support of the Division and all Districts. Maintain gateways between local and Corps communication devices. Trouble-shoot communication problems and coordinate fixes with the Corps Regional Processing Centers. Serves as central point of contact for reporting/resolving CEAP equipment and communication problems.
11. Operate and maintain the CEAP equipment and communication lines in support of the Division and all Districts. Maintain gateways between local and Corps communication devices. Trouble-shoot communication problems and coordinate fixes with the Corps

Regional Processing Centers. Serves as central point of contact for reporting/resolving CEAP equipment and communication problems.

Computer Systems Administration

1. Ensure technical adequacy, operational conditions, assists users hardware and software problems with PCS, purchase and maintenance of hardware and software, and security.
2. Develop and maintain a backup plan for NT CAD system to allow for complete contract drawing file maintenance and/or retrieval of all projects prepared by the in-house Engineering staff. Develop and update Information Mission Area Modernization Plan (IMAMP) for the division. Maintain and update Engineering Data Automation Modernization Plan (EDAMP) for the division. Maintain continued system maintenance of CAD network, involving performance and usage management, upgrading, debugging, and troubleshooting as well as procurement actions directly involving the network. Evaluate vendor software and hardware in regards to applicability to the needs of the Branch. Analyze specific software and hardware prior to purchase to determine difficulty of use, potential program problems, etc. Install software on UNIX and DOS workstations as needed.
3. Participates in the Norfolk District's Information Resource Management Steering Committee (IRMSC). Automation coordinator for the Engineering Branch.
4. Evaluate the cost and training impact of introducing new system software and hardware for the CAD network. Provide training for software and hardware available to facilitate usage by end users. Maintain and update a complete inventory of all computer hardware and software. Maintain and update various reporting requirements set forth by the Branch and Information Management Office (IMO).
5. Troubleshoot problems to decide if repairable in a timely manner, or require assistance from IMO or vendor. Coordinate repair and maintenance with various technical support and/or maintenance groups for CAD network, ElectroStatic plotter, E-sized Xerox copier, PCS, and printers. Coordinate with IMO for hotline calls, and Banyan related work requests.
6. Initiate all requests for hardware and software through the Federal Information Processing (FIP) acquisition system for the division. Analyze CAD system requirements to prepare, justify and submit necessary documentation for the procurement, installation, maintenance, and ultimately the disposal of hardware and software required to maintain the CAD network at its peak performance level. Maintain all hardware and software maintenance support agreements, including the NT CAD network, the ElectroStatic Plotter,

and the E-sized copier/plotter. Coordinate the procurement, installation, maintenance and disposal of all DOS-based workstations and peripherals.

7. Set up passwords and security file controls for CAD system. Perform duties of Terminal Area Security Officer (TASO) as dictated by District Commander.

Philadelphia, District, CENAP

INFORMATION MANAGEMENT OFFICE

Office of the Chief).

1. Supports the Philadelphia District's, the Marine Design Center's and the North Atlantic Division's Information Mission responsibilities as set forth by AR 25-1, AR 25-2, AR 25-5, and other related regulations, bulletins, pamphlets and publications. IMO encompasses the following disciplines:

- a. Telecommunications.
- b. Automation : Systems & Software, Help Desk Assistance
- c. Visual Information.
- d. Records Management and Mailroom.
- e. Printing and Publications.
- f. Technical Library

2. Serves as the Chief Information Officer for the Philadelphia District. Responsible for the management of information as a resource, the technology supporting information requirements, and the resources supporting information technology. Responsible for strategic planning, business process analysis and improvements, assessment of information technology, performance measurement, Information Technology (IT) acquisition and training. Ensures compliance with Public Law 104-106, Clinger-Cohen Act of 1996 (CCA - linking IT investments to agency accomplishments) and the Information Technology Investment Portfolio System (ITIPS).

3. Ensures that the life cycle of information, to include collection, processing, storage and disposal, is effectively managed and integrated while maintaining the accredited security posture for the District's IT systems for easier re-accreditation.

4. Establishes controls for ensuring the efficient utilization of personnel, equipment, time and monies for the IMO.

5. Ensures District IT acquisitions are conducted consistent with DOD and Army life-cycle management concepts as outlined in DOD Directive 5000.1 and AR 70-1, and prepares or assists in preparation of all life-cycle management of information (LCMIS) documentation.

6. Formulates District plans, policies and procedures, within the framework of Best Business Practices by higher authority as guidance. Prepares, maintains, and monitors execution of the District's Information Management Master Plan. Accomplishes and maintains district long and short-range planning for IMO functions and assures new IT processes and systems conform to DoD Information Technology Security Certification and Accreditation Process (DITSCAP) for re-accreditation as they are implemented.
7. Responsible for the development of the District's IMA Modernization Plan (IMP) and the Information Technology Investment Portfolio (ITIPS) procedures. Monitors acquisition and the return-on-investment of IT resources by the District.
8. Responsible for the preparation and submission of operating budgets for IMO resources. Manages the expenditure of funds within approved budget.
9. Exercises staff supervision over District data administration to include formulation of data policy; development and maintenance of data standards and procedures; monitoring and enforcing data policies, standards and procedures, and creation and maintenance of the data architectures.
10. Ensures alternatives to capital assets have been considered prior to planning to acquire new IT resources. Ensures those identified during this process as being mission essential to the District in its operations and is compliant with the Clinger-Cohen Act of 1996 and the Information Technology Investment Portfolio System (ITIPS).
11. Serves as the Career Program Manager for all IMO functions.
12. Ensures employees working with credit card acquisitions have delegation of procurement authority as assigned by the Agency Program Coordinator (APC).
13. Reviews all plans for facility renovations, design of new facilities and requirements for additional space within the facility.
14. Ensures effective execution of the District's Information Assurance Program to include, but not limited to:
 - a. Training
 - b. IAVM reporting, compliance and verification
 - c. DITSCAP accreditation

Information, Integration and Implementation Branch

1. Manages, supervises and directs activities of the Information, Integration and Implementation Branch.

2. Responsible for overseeing the design, development, integration and implementation of all information technology systems. Ensures feasibility studies are performed to promote utilization of automation techniques.
3. Plans, directs and coordinates the activities in the areas of designing, testing and installing suitable office automation systems; performing system analysis; integrating all IMA disciplines; automation (including office automation; life-cycle management of Information Mission Area hardware and software assets; master planning and data management; business process improvement; data and systems security; Help Desk operation; maintenance and repair; systems planning, development, deployment, support and training).
4. Oversees the management, design, development and maintenance of all types of communications networks including Local Area Networks, VHF and HF radio, telephone systems, and all interconnecting requirements for transmission of voice and data between the various systems. Also advises in the preparation of specifications for automation and telecommunication hardware, software, and services.
5. Coordinates with District functional elements to ascertain and validate IM requirements, associated costs, and required installation dates and develops necessary plans to meet these requirements. Coordinates acquisition approval for IM hardware and software system requirements to ensure efficient life cycle utilization. Ensures compatibility of the information systems, applications, and communications systems with the DITSCAP accredited level for the District.
6. Manages the design, development, implementation, integration, and augmentation of all types of communications and automated data systems. Ensures compatibility and integration of District information systems and applications, including off-the-shelf software.
7. Researches and develops potential new information technologies for exploration. Develops and implements procedures for systems prototyping, to include graphics, local area networks, voice activated data entry, and other developing computer and communications technologies.
8. Supervises the preparation of specifications for all IM hardware, software, and/or services whenever needed. Acts as a consultant to review design/construction specifications for facilities having a high-tech component. Monitors Federal Information Process (FIP) acquisitions.
9. Develops, manages and executes the Information Technology budget for the Information Management Office to include Plant Replacement and Improvement Program (PRIP) and the Information Management Office Revolving Fund Accounts.

10. Serves as Contracting Officer's Technical Representative (COTR) to evaluate and technically administer automation contracts when designated.
11. Develops and implements policy, procedures, and guidance for protecting and defending automated information systems (AIS) by ensuring their availability, integrity, confidentiality, and non-repudiation.
12. Responsible for validation of appropriate controls in AIS governing hardware, software, procedural, communication, network, firmware, and personnel to create an effective Information Assurance Program in accordance with applicable HQUSACE guidance, Army Regulations, and DOD Directives.
13. Responsible for the implementation of AR 25-2 (Information Assurance) and other Federal laws by using the Information Assurance (IAM) Manager's assigned IANM, IASO, NA/SA roles within the branch. These roles perform, but are not limited to the following duties:
 - a. Implement the IA program to ensure the Information System (IS) is operational and secure.
 - b. Documents, maintains, and conduct periodic reviews of the network architecture for vulnerability assessments.
 - c. Prepare, disseminates, and maintain plans, instructions, and standing operating procedures (SOPs) concerning network security.
 - d. Review and evaluate the effects on security of changes to the network, including interfaces with other networks.
 - e. Ensure all users meet the requisite favorable security investigations, clearances, authorization, need-to-know, and security responsibilities before granting access to the IS.
 - f. Ensure personnel receive system-specific and annual IA awareness training.
14. Responsible for the execution of the District's computational, data processing and office automation workload and for the development, installation, maintenance and utilization of the District's available computer system(s) and facilities. Maintains appropriate registers, logs and other data for security audit trail purposes.
15. Establishes policies and procedures for monitoring the handling of sensitive data and printouts in compliance with the Privacy Act and Freedom of Information requirements.
16. Develops, monitors, and assures compliance with IMO's Continuity of Operations Plan (COOP).

17. Oversees the execution of the ISS (Information System Security) Training and Awareness Program.

18. Serves as District Information Assurance Manager (IAM) for matters pertaining to the DoD Information Technology Security Certification and Accreditation Process (DITSCAP). Supervises overall automation system security and security of telecommunications systems in accordance with AR 25-2, coordinating with the Information Assurance Program Manager (IAPM). Advises the Designated Approving Authority (DAA or Accreditor) for DITSCAP DODI 5200.40. Assigns the following Information Assurance positions within the office: Information Assurance Network Manager (IANM), Information Security Officer (IASO), System Administrators / Network Administrators (SA/NA). Additional duties as IAM include:

a. Develop, maintain, implement, and enforce a formal IA security and training program.

b. Implement IAVM dissemination, reporting, compliance, and verification procedures.

c. Report security violations and incidents to the servicing RCERT in accordance with Section VIII, Incident and Intrusion Reporting in accordance with AR 25-2.

d. Ensure implementation of periodic security inspections, assessments, tests, and reviews, necessary to gain re-accreditation every three (3) years in accordance with DITSCAP.

e. Manage IASOs, as required, to establish the scope of responsibilities and the technical and security training requirements.

f. Maintain training and certification records for IA personnel and user IA awareness training.

g. Verify that IA personnel are maintaining and auditing access and log data.

Telecommunications Services.

1. Manages the District's secure and non-secure communication resources related to the transmission of video, voice, and data for normal, natural disaster, and national emergency operations via telephone, cellular, satellite, radio, and radio/wire integration from and to base and mobile stations, including vessels and inter and intra district communication and District communication to other organizations inside and outside USACE.

2. Maintains and provides all types of electrical communications and the state of the art technology throughout the District, including mobile (to include floating plant), base (to include stream and tide gages), aerial units, and communications equipment related to automation, word processing, printing, and all peripherals in support of office automation.
3. Provides technical assistance and advice in the development and utilization of state of the art communications equipment, such as satellite phones, teleconference phones, teleconference facilities and video teleconferencing (VTC).
4. Monitors and updates the following items in support of the District's communications network, survey systems, offshore tide gage equipment, and all other electronic and electrical equipment:
 - a. Cellular and broadband service contracts to provide the most cost effective coverage throughout the District for cellphones, PED (Personal Electronic Devices) and VPN (Virtual Private Networks).
 - b. GSA FTS voice and data communications to District Office and field sites.
 - c. Annual property inventory including mobile and portable transceivers and all accountable electronic/electrical equipment.
5. Receives, reviews, orders and recommends approval/disapproval to Branch Chief on all requests for changes in the District telephone systems.
6. Prepares various budget information and utilization statistics for the telecommunications Section. Performs financial management functions for the three communications facility accounts.
7. Maintains supply and accountability of the District's supply of GETS cards.
8. Maintains a record of telephone bills for the District Office, including CBX, long distance (FTS), Toll Free, and dedicated circuit. Records pertinent data from cellular phone bills; provides copies for supervisors to sign accepting or not accepting calls as official; completes receiving reports; and forwards invoices to the Finance Center for payment.
9. Receives, evaluates, and implements changes to the District Office Data Communication Network. Coordinates the installation of data communication equipment and services with the agent responsible for such work. Develops and implements procedures for prototyping local area networks and other data communication systems.
10. Monitors the workload, available resources and requirements in accordance with IMO priorities.

11. Provides video teleconferencing (VTC) service for the Philadelphia District. Serves as the Corps Liaison with AT&T, Sprint, MCI and other non-governmental offices on matters relative to VTC operation.

12. Performs communication security (COMSEC) custodian duties for the District.

a. Receives, safeguards, and accounts for all COMSEC materials and equipment handled within the District. Ensures that CRYPTO key changes are performed IAW with controlling authorities directives.

b. Inspects and assures proper installation of all COMSEC assets. Ensures that all equipment and COMSEC aids are properly utilized and employees trained before hand-receipting equipment and materials. Coordinate preventative and/or required COMSEC maintenance to ensure continuity of services.

13. Operates and manages the District DMS and RASP messaging systems Monday through Friday and as required during actual emergencies or when directed by the District Engineer.

14. Maintains District Office and Project Office phone directories.

Automation Services

1. Designs, develops, and implements automated systems and programs using both in-house and contractual facilities to provide a full range of office automation facilities for the District.

2. Coordinates the development and preparation of automated procedures, data input procedures, formatting of printed output, magnetic tape/disk record formats, block diagrams of overall system, and the development of computer programs for producing the desired output. Conducts system tests to assure the programs developed are thoroughly debugged and ready to be placed in production. Ensures that automated systems are compatible with Corps-wide systems. Maintains a record of computer programs in progress and completed programs.

3. Provides District functional elements technical expertise on all automated data system design and development and assists these elements in the development and implementation of computer programs written for host systems, minicomputers and/or microcomputers. Provides advice, guidance, and assistance to automation users in the use of databases and query languages.

4. Provides technical expertise in contracting automated data system design and development. Provides technical guidance to Contracting Officer Representatives and

Contracting Officer Technical Representatives during their automated data system contractual functions.

5. Performs technical evaluation of information plans including hardware and software requirements.
6. Provides and supervises the database administration /database management system (DBMS) to include providing input to the Data Administrator for the formulation of data policy; securing access by establishing control policies; loading or having loaded the database; and coordinating the design and development of systems that will interface with assigned subsystems. Wherever possible, uses standard database designs and data dictionaries. Reviews all existing databases and reports on all duplicate data elements to Chief, IMO with a recommendation for corrective action.
7. Develops and applies protective measures to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of communications. Applies physical security measures to communications security information or materials.
8. In coordination with users and other IM offices researches and develops potential new information technologies. Develops and implements procedures for prototyping technology such as graphics, pen-based computing, and voice activated data entry.
9. Obtains, administers and monitors all computer systems analysis and programming services contracts. Provides tasking to contractors, reviews work performed and perform post-implementation reviews.
10. Prepares specifications and CEFMS actions for the acquisition of microcomputers, printers, monitors, tape backups, plotters, scanners and other peripheral computer equipment for the entire District.
11. Assists customers in developing small applications using EXCEL, ACCESS, or other standard software packages when practical, necessary, and not requiring a long-term involved commitment of time and/or resources.
12. Assessing and analyzing customers' needs to determine the most appropriate automation means, if warranted, to accommodate those needs.
13. Maintain the District's Information Technology Investment Portfolio System (ITIPS) to include the current year and 2 out years. Ensure that the IT planning matches the IT purchases and IT Budget for the District
14. Develop the District IM training program, design course contents, and coordinate with training office to provide the training resources. May conduct training through use of in house personnel or by means of contracts with vendors. Evaluates training material

(video cassettes, audio cassettes, floppy disks, cd-rom and websites) relating to using microcomputer hardware/software.

15. Develop static or dynamic web pages using HTML, Java, Flash, or other approved programming languages for both internal and external customers. Web pages must successfully convey the professional image of the US Army Corps of Engineers as well as the proper tone and message as it relates to the project at hand.

16. Acts as the administrator for the District's Electronic Bid Set program. Ensures that all award results, bid results, amendments and solicitations and any other pertinent documents are posted to the web in accordance with the project schedule.

17. Provide District Security Officer (DSO) services to the District by coordinating and issuing CEFMS smartcards.

18. Responsible for systems design, programming and implementation of operating systems software. Performs inspections to determine adequacy of computer system and operating system program design, corrects deficiencies due to faulty design, improves design of future systems and observes maintenance and operation procedures with a view toward recommending changes to conform design assumptions.

19. Manages software and data communications operations to include computer systems, tape and software library (including backup tape storage), scheduling, input/output control, executive software, and telecommunications.

20. Prepares automation equipment system requirements/proposals for initial acquisition, replacement or augmentation of equipment.

21. Administers the District's local and wide area network hardware and software to include but not limited to: configuration of routers, switches and servers; review of server logs; patching of hardware and software; creation of scripts to automate processes.

22. Responsible for systems analysis in the determination and comparison of automation products, technologies or solutions. The results of analyses are used to determine the direction of the District's automation program, courses of action, future budgetary needs and equipment, products and/or services to be supplied and/or procured.

Helpdesk Services

Serves as the initial point of contact for all questions in the functional Information Mission Areas. To include but not limited to the following:

a. Assessing and analyzing customers' needs to determine the most appropriate automation means, if warranted, to accommodate those needs.

b. Provides immediate on-call assistance in response to customer questions and difficulties encountered, as well as providing consultation by appointment for requests of less immediate concern. Assigns tasks for response as appropriate utilizing resources within the branch, section and office, tapping in on whatever resource they need for final resolution.

c. Provides assistance necessary for all users to improve their productivity in the operation and use of available IM equipment and software, including the operation of microcomputer equipment and software. Provides on-call assistance for supported microcomputer hardware and software.

d. Provides Field Offices onsite assistance and consultation, as well as providing some minimal level of computer-related training, as necessary.

e. Performs installation and testing of new and upgraded software packages. Assists other IMO personnel in the handling and resolution of operational problems.

f. Responds to Information Assurance Vulnerability Alerts (IAVA) to protect systems against trojans, worms, and viruses on short notice as disseminated by the Army Computer Emergency Response Team (ACERT, 1996). Reports security incidents and technical vulnerabilities to higher headquarters as prescribed by applicable Army Regulations.

g. Follows established Best Business Practices (BBP) in the virus protection of computers, issuing of dial-in remote access, VPN access, password issuance and temporary equipment loans.

h. Develops, operates and maintains a quality assurance program to determine the degree of customer satisfaction achieved by the IMO in providing the IM services to the District. Maintains records and statistics on the number of calls/visits received by IMO, amount of time required to correct situation, and the costs associated with the solution. Develops recommended course of action for review by Chief, IMO of repeat situations.

Support Services Branch

Office of the Chief

1. Serves as an Information Management Officer. Plans, directs, coordinates, controls, and supervises information management functions including: audio visual information (to include typesetting, artwork, computer graphics, sound systems and still and video photography), technical library (to include cataloguing, ordering, and automated search and retrieval services), records management (to include correspondence, traditional mail, printing, forms and publication management; management information control; records holding center; and archival activities and the life cycle of records; and electronic records/document management.)

2. Responsible for the development and oversight of overall budget for the Information Management Office.
3. Responsible for the tracking of and accounting for the property inventory of the Information Management Office.

Technical Library Services

1. Provide mission related library research and information services to the District.
Services include:

- a. Information Search and Retrieval. Provides ready reference and in-depth research services to address the customer's information needs. Searches include searching a variety of global databases such as DIALOG, Defense Technical Information Center (DTIC), Online Computer Library Consortium (OCLC), Defense Acquisition Deskbook (DAD), the Internet, and others.

- b. Current Awareness. Keeps customers (current and potential) aware of new literature and techniques related to District's mission by developing tools to promote the information services and products provided by the Library.

- c. Document Delivery. Delivers the physical or electronic document to the user, from the Library collection or from external sources using interlibrary loans and reprints to meet information requirements.

- d. Collection Development and Management. Analyzes the customer's needs, develops policies selects and acquires library materials, which support the mission-related, educational and informational needs of the District.

- e. Responsible for the physical and bibliographic control of the collection to include circulation, shelving, and cataloging. Other collection management services include: Purge and remove outdated and damaged material from the collection; Maintain an electronic collection of Department of Army and Corps of Engineers regulations; and Manages Information Handling Services CD-ROM Library for the Construction and Engineering Divisions.

- f. Acts as the overall project manager for the District's Digital Photographic

Archive

1. Serves as point of contact for the *Corps of Engineers Library Information Online (CELIO)* library system and the *Tri-Service Contract for Non-Government Standards and Specifications* system for Philadelphia District staff, field office personnel, and Marine Design Center staff.

2. Manages and directs the selection and cataloging of library materials for the specialized technical collection of engineering, environmental, earth sciences, and hydrologic materials housed in the Philadelphia District, thereby ensuring bibliographic control of all Philadelphia District books, reports, serials and other information materials processed into the Corps of Engineers online public access catalog (CELIO), accessible by Internet from anywhere in the world.

3. Plans and budgets for expenditure of approximately \$40,000 per year in a dozen different accounts for purchase of subscriptions, books, documents, and other material needed by District and the Marine Design Center staff, as well as ad hoc and supplemental funds required for new or upgraded software programs to maintain the District Digital Photographic Archive and Technical Library infrastructure upgrades.

Mailroom Services

1. Performs the duties of Official Mail Control Officer for the District.

2. Provides information and guidance to Army employees, review local mailings, establish and maintain coordination with field offices when purchasing and contracting postal equipment, and maintains liaison with United States Postal Service and other Army Postal Officials. Reports postage use and cost to higher headquarters as required by governing regulations.

3. Responsible for incoming mail. Determines if control is needed. Maintains suspense files and follows up on overdue correspondence. Delivers to internal customers.

4. Records checks, money orders, and cash received through the mail that is insufficiently addressed and prepares Remittance Register.

5. Processes all outgoing mail. Determines the correct class/category of postage to meet delivery requirements at the least cost to the Corps of Engineers. Numbers and records Registered and Certified mail. Makes distribution of local publications.

6. Responsible for ensuring that the selected mail carrier and delivery method for outgoing mail is the most cost effective method based upon the needs of the customer.

7. Responsible for proper metering on all outgoing mail, to include bulk mailings.

8. Responsible for the accurate maintenance of lists for use in the production of labels for bulk mailings. Addresses for bulk mailings are applied by mailroom personnel.

Printing & Publications Services

1. Coordinates the District's printing requirements with the Document Automation and Production Service (DAPS) representative. These services include all facets of printing materials from prescribed mailing list, i.e., engineering plans and specifications, succeeding amendments, procurement solicitations, advance notices of invitations for bids, invitation for bids, navigational bulletins and notices, news releases, and other forms of publications issued by the Philadelphia District.
2. Acts as the final review authority for work requested, ensuring that all work is in compliance with the Joint Committee on Printing directives and guidelines.
3. Assists customers in preparing justifications for printing of those documents deemed functional and required for mission enhancement but not considered ordinary printing requirements.
4. Prepares statement of work (specifications) for all contractual services on outside reproduction requirements.
5. Provides planning guidance for preparing estimates and controlling printing funds while maintaining record of equipment usage.
6. Reviews cost proposals and conducts systems analyses on various types of copying equipment requested by district and field offices based on anticipated usage and supply consumption rates. Use this data when determining approval or disapproval on equipment requested.
7. Provides written justification for copiers.
8. Maintains cost and production data on all printing procured from the Defense Printing Service. Charge back customers for products and services received.
9. Prepares printing and reproduction reports for higher headquarters review IAW regulations.
10. Acts as the liaison to the District for all copier contracts and maintenance needs.

Visual Information Services

1. Provides audio and visual information services to the Philadelphia District, Marine Design Center, North Atlantic Division and other government agencies.
2. Graphic Arts. Responsible for delivering appropriate design solutions and products for a variety of communication requirements for the District within a specified timeframe and budget. Provides technical advice, project coordination and consultation services to District personnel, assisting them with content organization, materials preparation, file

formatting and other problems which arise during the preparation of presentations, brochures, etc. Graphic services include but not limited to:

3. Presentations (includes digital on-screen presentations, 35mm slides, overhead transparencies and handout materials). Examples: Command briefings; Budget briefings; Commander's visitor packages materials; Project status briefings; and Proposals.
4. Exhibits and displays (includes panel design, visual simulation, space planning, transportation and setup considerations, large map and poster production, creation of special 3-dimensional items) Examples: Public Meetings; Commemorative events; and Public relations events.
5. Printed material (includes design and layout, illustration, editing and proofing printer plates) Examples: Full color brochures; Programs (Change-of-Command ceremonies); pamphlets, handouts, regulations; Project maps details specific site information such as wetland mitigation; Report covers; Public safety items such as illustrated children's books, flyers, safe boating pamphlets.
6. Illustration and design. Examples: Logos; Original paintings, watercolors, airbrush; architectural renderings; and Caricatures.
7. Awards. (includes customer design, printing and framing) Examples: Plaques, retirement or appreciation; Commander's Award, custom framed with medals; and Performance certificates.
8. District Digital Photographic Archive. Maintains an online repository of digital images available to the District. Digital archive provides for the transmitting, receiving, and archiving digital images.
9. Conference Room and presentation technical support and setup, both local and offsite, to include but not limited to: computers, laptops, projectors, electronic white boards and sound systems.
10. Sign-out and inventory tracking of VI resources, such as but not limited to projectors, laptops, cameras, digital audio recorders.
11. Responsible for the development and execution of the Visual Information budget for the Information Management Office.
12. Responsible for the planning, maintenance and replacement for all Visual Information equipment, such as but not limited to projectors, laptops, sound systems, remote controls, and screens.

13. Responsible for systems analysis in the determination and comparison of visual information products, technologies or solutions. The results of analyses are used to determine the direction of the District's visual information program, courses of action, future budgetary needs and equipment, products and/or services to be supplied and/or procured.

14. Photography. Responsible for fulfilling the District's requirements for documentary photographic services in both traditional and high resolution digital formats shot in the field, the studio or aerially. Photographic services include but not limited to:

a. Emergency field photography - usually aerial, used for documenting damage surveys after a national disaster (flood, hurricane, etc.) or accidents involving either waterways (barge accidents, mud slides, levee failures) or a Corps project site.

b. Site documentation (construction progress, accidents, etc.).

c. Special events and ceremonies documented for historical purposes (groundbreakings, dedications, commemorative ceremonies, service awards, townhall meetings, seminars, meetings, EEO functions).

d. Studio photography. Examples: Passports; Identification photos; and Portraits (for newspapers, programs, awards and military promotions).

e. Photograph Reference Library - Library contains photograph documentation of District activities dating from the late 1800's to the present and is used as a reference and research resource for the District.

f. Special assignments. Examples: Photographs for brochures and Video production.

g. Responsible for the production of metal photo plaques for use on plaques, awards or other displays.

Records Management Services

1. Responsible for the management of all programs within the records management discipline. These include records, correspondence, micrographics, forms, publications, Privacy Act, filing equipment and facsimiles, reports control, mail and message distribution, and classified document control.

2. Performs staff assistance visits to all District headquarters and field offices to assure that management techniques are being implemented to meet the standards established by AR 25-400-2 (April 2003), Army Records Information Management Systems (ARIMS). Applies document life-cycle management practices in the creation, maintenance, transfer, and retirement or disposal of records. Instructs new records coordinators. Verifies

accuracy of office's records classification as applicable to the organizational function. Writes reports of discrepancies, supplies corrective action, and performs follow-up when records management is considered marginal.

3. Serves as Project Manager for the District's Electronic Document Management System (EDMS) program. Capturing documents at the beginning phase of their life-cycles and displaying, routing, storing, retrieving, and disseminating through the end phase of their life cycle within an Oracle database. Provides support to managers and technical elements in implementing EDMS technology.

4. Make recommendations concerning the use and selection of filing equipment. Approves the final selection.

5. Exercises final technical responsibility for the District's Forms and Publication Program. Initiate the distribution requirement of all publications and forms used within the District. Consolidate requirements, orders publications, and distributes upon receipt. Maintain a library of all publications used within the District. Approves final format of the District forms and publications.

6. Serves as final review authority for all form letters and publications originated with the District.

7. Ensures that sufficient quantities of paper forms are maintained to satisfy District's requirements while purging those no longer necessary as determined by the responsible proponent. Reviews all forms used within District for possible automation. Implements, operates, maintains and controls all electronic forms for the District.

8. Supervises internal mail and message services. Handles and distributes incoming and outgoing mail and operates a records holding area.

9. Ensures that mission-essential records are available when needed, that they are in usable format, and are created, maintained, used, and disposed of at the least possible cost.

10. Preserves records needed to protect the rights and interests of the District and those that are of permanent value. Particularly those records related to matters involved in administrative or legal proceedings until the staff judge advocate or legal advisor authorizes resumption of normal disposition.

11. Ensures that all electronic records are accompanied by documentation sufficient to ensure that the information is accessible and usable. Minimum documentation consists of identifying the software programs and operating systems used to create the documents to the extent that technical specifications, file arrangement, contents, coding, and disposition requirements of the files can be determined.

12. Coordinates the records transfer, retirement, retrieval and destruction. Maintains a copy of the Records Transmittal.
13. Coordinates with the Resource Management Office in assigning District Office Symbols.
14. Maintains the District's Records Holding area at the Ft. Mifflin distribution center

New England District, CENAE

INFORMATION MANAGEMENT

MISSION. Manages District information management resources as set forth by AR 25-1, AR 25-5, and other related publications. IM encompasses communications (voice and data), automation (including office automation) visual information, records management, publications and printing.

FUNCTIONS.

Office of the Chief

1. Advises Commander and staff on interpretation and application of HQUSACE and DOD policies, standards, methods and evaluation techniques.
2. Directs integration and implementation of all server and client automated systems; systems analysis, design, application programming, data base administration, Webmaster functions, communications (voice, data), command systems, system maintenance, systems specifications, and contract administration support.
3. Implements the Corps of Engineers' Information System Modernization Program (ISMP). Functional requirements include acquisition, telecommunication, system modernization, and day-to-day operations. Establishes long/short range information management planning objectives to meet NAE requirements.
4. Initiates feasibility studies, economic analysis, functional descriptions, statements of work, specifications and definition of overall system architectures to support validated information system requirements.
5. Plans, programs and budgets for current and future information systems. Plans information systems life cycle process to determine the most efficient, reliable, secure, economical, and user friendly way to accomplish the task.
6. Validates, approves and coordinates District IM hardware, software and contractual services.
7. Develops and integrates security measures into information systems.

Visual Information Branch

Provides micro-photography, graphic arts, photo-reproduction and illustration support.

Automation Service Branch

1. Operates data and voice communications systems to include local area network (LAN), District- wide area network (WAN), voice over internet protocol (VOIP), intranet and internet, telecommunications, cell phones, facsimile, private line, and secure data and voice networks, data and applications servers, and electronic storage.
2. Operates classified and unclassified message control center: Receiving, controlling and central storage. Controls COMSEC account and/or COMSEC material.
3. Provides internal electronic mail services.
4. Performs software applications and data communications operations to include computer operations, tape library (including backup tape storage), scheduling, input/output control, executive software, and telecommunications.

Library and Records Branch

1. Manages technical and legal library; functions include selection, acquisition, cataloging, and retrieval of material in support of technical and scientific information needs. Prepares bibliographies, literature searches and abstracts.
2. Printing Section: Provides printing and determines essentiality and requirements of reproduction methods, systems and processes for mission accomplishment. Obtains contract support through Defense Automated Printing Services (DAPS).
3. Manages Records Management Program, Management Information Control System (USACE Suppl 1, AR 335-15), and Forms Management Program.
4. Oversees contract personnel that are responsible for mailroom operations for all elements at the New England District.

Northwestern Division, CENWD

INFORMATION MANAGEMENT OFFICE

MISSION. Directs the full scope of the NWD Information Resources Management (IRM) Program, including management of all six Information Technology Mission Areas; automation, telecommunications, visual information, printing and publications, library and records management.

FUNCTIONS:

Directorate of Information Management.

1. Provides management and oversight in the coordination, execution and maintenance of the IRM planning process.
2. Develops, manages, coordinates and integrates the division corporate information architecture.
3. Serves as NWD's point of contact for all IRM policies, standards, guidance and support. As the program proponent for management, integration, planning and oversight of all division IRM activities, ensures that information resources are managed consistent with Clinger-Cohn Chapter 35 of title 44 United States code, Paperwork Reduction Act, Telecommunications Act, and Government Performance and Results Act.
4. Advises the Division Commander, Deputy Commander, and HQNWD Staff on all Information Management and Information Technology matters.
5. Serves as the NWD Information Resource Management Career Program Manager
6. Sponsors, develops and issues guidance for the division IRM oversight and review infrastructure, including the IRM Steering Committee (IRMSC) and Program Budget Advisory Committee (PBAC)
7. Serves as member of the NWD Information Resource Management Working Committee (IRMWC) and the NWD Program Budget Advisory Committee, participates in various HQ, USACE committees (i.e. Data Architecture Control Committee,(DACC)).
8. Issues guidance and develops division wide civil and military Information Technology (IT) budgets, to include automated information systems (AIS), telecommunications and other IT resources.
9. Oversees and monitors the gathering and tracking of division wide IT Costs, providing procedures and guidance as necessary.

10. Serves as the division POC on IRM matters involving higher headquarters and advises on division compliance with their directives.
11. Develops, coordinates and disseminates division IT/IM Planning guidance and modernization plans.
12. Serves as IRM functional proponent for the NWD Management Control Process responsibilities as applicable to IM.
13. Provides contracting officer's technical representatives (COTR) for HQUSACE sponsored IT resource contracts, supporting CEAP, EMAIL Center of Expertise and various other Corp wide missions.

Regional Business Center (RBC) -Technology Enabler.

1. Maintains close liaison with all division functional proponents to ensure functional information requirements are met by all newly developed automated information systems
2. Manages information technology (IT) assessments across IM disciplines, providing for integration and sharing of knowledge about the business functions.
3. Provides focal point for the Regional Management Board (RMB) and the Division Board Of Directors (DBOD) to insure that only regionally integrated IT solutions and investments take place.
4. Provides for the integration and central management of and the identification of required knowledge skills among the IT professional.
5. Serves as the NWD LCMIS Milestone Decision Authority (MDA) staff element for reviewing and processing LCMIS documentation.
6. Provides HQNWD LCMIS technical assistance to functional proponents, AIS program and project managers, material developers and operations managers by developing, coordinating and disseminating operational/administrative guidance.
7. Provides the RBC with a focal point for the integration and central management of material acquisition within the IT arena. Provide extended MDA authority to the districts by utilizing the expanded authority of the regional CIO.
8. Provide technical support to the RBC business reengineering efforts, enabling teaming through collaborative IT regional work environments.
9. Serves as the division Information Technology Investment Portfolio System (ITIPS) review and validation authority for division wide IT acquisitions less than \$2,500,000.

Kansas City District, CENWK

INFORMATION MANAGEMNT OFFICE

Office of the Chief

1. Recommends District Information Mission Area (IMA) goals, objectives, and priorities.
2. Formulates District plans, policies, and procedures, within the framework of general policies by higher authority, for guidance of information management activities.
3. Reviews District's long and short-range plans and approves plans.
4. Provides administrative support programs common to and required by all District elements.
5. Advises the Commander and staff on information management and other administrative activities.
6. Serves as a member of the Information Systems Planning (ISP) Steering Committee.
7. Prepares and maintains the District's Information Management Plan.
8. Develops and maintains application and database design.
9. Develops and coordinates District ISP implementation.
10. Monitors execution of the District's Information Management Plan.
11. Monitors IMA acquisitions for compliance with the Federal Information Resources Management Regulation (FIRMR), thus ensuring legal procurement for NWK.
12. Validates requirements and coordinates acquisition approval for IMA hardware and software requirements to ensure efficient utilization. Ensures compatibility of the District's information systems and applications.
13. Develops Plant Replacement Increment Program (PRIP) submission for IMA.
14. Maintains security of information technology (IT) systems and distributes passwords.
15. Performs security risk analysis of all information systems. Prepares and monitors an accreditation plan; publishes the automation Continuity of Operations Plan (COOP).

16. Prepares Chief of Information Management's overhead operating budget for IMA resources and the submittal of IM integrated branch operating budgets. Manages the expenditure of funds within approved budgets.
17. Develops and recommends information management fiscal and manpower plans, programs, and budgets.
18. Establishes and monitors Blanket Purchase Orders for maintenance equipment and supplies for Automation Support functions.
19. Point of contact for Army Computer Emergency Response Team (ACERT) Advisories/Alerts Compliance.
20. Provide User Password Administrative Support System (UPASS) support and program execution.
21. Maintains baseline of Hardware (HW) and Software (SW) in NWK.
22. Submits Information Technology Investment Program System (ITIPS) information and ensures program execution for NWK.
23. Builds and maintain Geotechnical Architectures for each of the IM disciplines.
24. Provides data for IM Command Management Review (CMR) indicators.
25. Oversees Program execution (dollar thresholds) of JAR Program.
26. Establishes user rates and makes distribution of IM-I facility accounts. Prepares distribution vouchers for IM-I information processing equipment. Prepares and distributes GSA billing reports for repair of IM-I information processing equipment.

Automation Support Branch.

1. Serves as "integrator" of all District hardware platforms.
2. Implements and supports both local and higher authority departmental and information systems.
3. Provides technical guidance to District functional areas involving departmental systems.
4. Performs contract administrative functions for hardware systems to be implemented.
5. Performs contract administrative functions for information systems design, development, and implementation.

6. Provides technical guidance to District functional areas in regard to ADP applications.
7. Responsible for application and database design, development, and maintenance.
8. Performs analysis, design, and development of computer applications, using both in-house and contractual services.
9. Provides advice, training and overall customer support in information support services areas such as office automation, equipment and software.
10. Provides technical user support of various information systems and programs (i.e., LAN, REMIS, PROMIS, CEFMS, etc.).
11. Provides technical user support of various microcomputer hardware components and peripheral equipment (i.e., CPUs, monitors, hard drives, keyboards, internal components, modems, printers, plotters, etc.).
12. Provides technical user support of District's electronic mail system (maintains list of user IDs).
13. Provides technical and systems support for CADD.
14. Provides systems analysis support to District on corporate-wide information systems (ISMP, CEAP).
15. Performs technical evaluation of plans, strategies, and JARs involving hardware/software.
16. Provides technical and systems support for functional area departmental systems (i.e., SPS, RMS-W, etc).
17. Provides technical and systems support for LANs.
18. Provides application and software integration of all District applications, including off-the-shelf software, in direct support to functional areas.
19. Provides technical and systems support for CEAP-IA hardware and data communications systems.
20. Performs software and data communications operations on CEAP-IA that include executive software and telecommunications.
21. Manages the District IM hardware and software acquisition program.

22. Prepares and submits the Branch facility budget for IMA resources. Manages the expenditure of funds within approved budgets.

23. Receives invoices, purchase orders, credit card statements, and verifies receipt. Prepares payment vouchers and transmittal on information processing equipment.

Information Support Branch.

1. Develops District communications master plan and program execution.

2. Administers visual information program.

3. Administers the District communications security plan.

4. Manages the design, development, implementation and augmentation of all types of communications systems (record, voice, radio, facsimile, etc.).

5. Provides technical and systems support for data communications systems (i.e., KSDs, DI, modems, LAN systems) located in the District.

6. Manages District technical reference library, selecting, acquiring, organizing, and retrieving material in support of technical and scientific information needs. Support includes search and retrieval services through use of in-house resources or inter-library loan agreements.

7. Requisitions, receives, stores, and issues all types of regulatory publications.

8. Provides administrative oversight of the building Consolidated Administrative Support Unit (CASU) regarding mail service, and receipt and dispatch of all official incoming and outgoing mail. Manages the District Official Mail Cost Control Program.

9. Maintains District Office information line.

10. Maintains District suspense system for incoming mail.

11. Receives, centrally stores, and transmits classified documents.

Maintains official District Office bulletin boards containing job announcements, notices, etc.

12. Maintains equipment for conducting training in IM Training Center. Schedules training, coordinates requirements of the vendor or office providing training to ensure equipment is compatible, etc.

13. Administers Digital Visual Library submittals for NWK. Coordinates with various offices to submit various photography images with proper paperwork for inclusion in the Corps Digital Visual Library. Maintains inventory of images.
14. Provides administrative oversight of the Memorandum of Agreement (MOA) with Defense Automated Printing Service (DAPS) providing all printing and binding services. Oversees regulatory compliance with reproduction methods, systems, and processes for mission accomplishment. Ensures contract support through the Government Printing Office (GPO) Regional Printing Procurement Program is used as required.
15. Prepares and submits the Branch's overhead and facility operating budgets for IMA resources. Manages the expenditure of funds within approved budgets.
16. Plans and manages publications and forms development programs.
17. Maintains Management Information Control System, which covers the collection of management data and the assignment of required control symbols.
18. Plans and manages the Records Management Program, office symbols, correspondence, microfilm, operating the Records Holding Area, and managing the District copier program.
19. Receives duplicate emergency files from all District elements and develops filing and indexing system and stores them at the emergency relocation site.
20. Prepares documentation required to purchase communications equipment and services (to include radio, facsimile, voice, record, etc.).
21. Receives invoices, purchase orders, credit card statements, and verifies receipt. Prepares payment vouchers and transmittal on all Information Support Branch information processing equipment.
22. Establishes user rates and makes distribution of Information Support Branch (IM-S) facility accounts and District office telephone bills. Prepares distribution vouchers for IM-S information processing equipment. Prepares and distributes GSA billing reports for repair of IM-S information processing equipment.
23. Supervises and implements the Classified Document Program.

Communication.

1. Maintains receipt, installation and control of secure communications equipment (record, facsimile, data transfer, etc.)

2. Operates District Office communications system to include record, telephone, and facsimile.
3. Receives, stores, controls and disposes of all COMSEC equipment and keying material.
4. Operates District Office radio communications network.
5. Provides electronic support to District Office elements.
- 6 Ensures District adherence to FCC regulations and administers frequency management program for the Kansas City District.
7. Coordinates the development of the NWK Radio Network Master Plan. Provides recommendations to field office regarding purchase, replacement or upgrade of existing radio communications equipment.
8. Maintains a complete inventory of radio communications equipment for NWK. Maintains records of repair and replacement costs for NWK.
9. Electronics. Operates District radio and electronic repair shop. Provides radio and electronic maintenance through contract or in-house resources to all District and field installations. Maintains District radio communications network.
10. Maintains and operates two NWK Televideo Conference facilities to include full motion video with graphics capability, desktop video, distance learning capability via internet, video or satellite broadcast. Distributes cost of operating these rooms to customers based on usage
11. Maintains communications lines and desktop video connections throughout the District Office.

Audiovisual.

1. Designs, constructs, and sets up models, displays, and designs. Prepares vugraphs and 35mm slides for briefings and meetings.
2. Designs and prepares final art layouts for recreation and information pamphlets and prepares specifications for full color offset prints.
3. Prepares text for design memorandums, pamphlets, reports, etc.
4. Prepares computer graphics for use in displays and pamphlets, and for briefing purposes.

5. Provides contract photography and video production support for the District as needed for training, briefing and presentation purposes.

Omaha District, CENWO

INFORMATION MANAGEMENT OFFICE

Office of the Chief

1. Advises the Commander and staff on Information Management Area (IMA) activities.
2. Exercises general and staff supervision over all IM activities for the District and serviced areas.
3. Formulates District level plans, policies, and procedures for IM activities.
4. Establishes District IMA goals, objectives, and priorities.
5. Approves District's IM master plans and long- and short-range implementation plans.
6. Develops and monitors the execution of the District's Information Technology Investment Portfolio System (ITIPS).
7. Manages the design, development, implementation, and augmentation of all types of IM systems.
8. Manages the design, development, implementation, and augmentation of all communication systems.
9. Serves as the Career Program Manager for all IM career programs in the Omaha District and at MRR.
10. Validates and approves IMA hardware and software requirements.
11. Serves as Contracting Officer's representative as designated by letter.
12. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general, war, and base development plans.
13. Provides the District Information Assurance Officer to oversee District data and network security issues.
14. Formulates the District IM master budget. Manages the expenditure of funds within approved ITIPS planning and IMA budgets in accordance with current MOAs.
15. Prepares and submits automated equipment requirements for the annual Plant Replacement and Improvement Program (PRIP).

Applications and Planning Branch

1. Provides IM support to the Missouri River Region (MRR) Offices in accordance with the currently executed Memorandum of Agreement between MRR and the Omaha District.
2. Provides data base design, development and maintenance for automated applications.
3. Performs database administration and family administration necessary to support use of the Corps of Engineers Enterprise Infrastructure System (CEEIS) computer resources.
4. Evaluates alternatives to and integration of existing and planned technology.
5. Provides cost vouchering services for the District's automatic data processing IT equipment and services.
6. Evaluates new automation technology and develops specifications for procurement.
7. Prepares and reviews specifications for IT, assists users in defining needs for and acquisition of IT hardware and software. Manages the ADP Procurement program.
8. Provides system analysis and technical programming support.
9. Provides local use support for Standard Army Management Information Systems, i.e., CEFMS, REMIS, CMS, etc.
10. Prepares technical systems documentation.
11. Provides point of contact for customer assistance and consultation for IM activities to include use application support training assistance and problem resolution.
12. Prepares long and short-range plans for all IMA functions. Prepares, maintains, and administers the Information Master Plan (IMP) for all District organizational elements.
13. Performs technical evaluation of information plans including hardware and software requirements, and prepares IMA specification as appropriate.
14. Provides technical and system support for Computer-Aided Drafting and Design (CADD).
15. Coordinates the activities for Geographic Information Systems (GIS).
16. Validates and approves/disapproves IMA technology requirements. Establishes and maintains hardware and software standards.

17. Maintains inventories for IT hardware and software.
18. Assists functional proponents in preparation of lifecycle and acquisition documentation.
19. Provides for proper receipt, distribution, storage, protection and safeguarding of all equipment, supplies, and materials prior to delivery to end-users.

Computer Systems and Communications Branch

1. Provides IM support to the Missouri River Region (MRR) Offices in accordance with the currently executed Memorandum of Agreement between MRR and the Omaha District.
2. Implements all USACE standard systems.
3. Supports users of all IM areas such as utilization of data communications, office automation equipment, and associated software.
4. Operates and/or provides oversight to local computing resources, i.e., local area network, file servers, etc.
5. Maintains IMA equipment and support services.
6. Manages the design, development, and implementation and tracks the acquisition of all types of communications systems.
7. Provides and manages communications systems to include frame relay system, secure facsimile, radio, email, data networks, local switches, and other communications equipment as required.
8. Provides advice, guidance, and assistance to business-systems automation users when required.
9. Operates the classified and unclassified message communications center.
10. Responsible for control of communications security (COMSEC) account and associated materials.
11. Accomplishes systems and network configuration cost analysis for all proposed systems.
12. Participates in Corps-wide interagency planning activities regarding policy and guidance for District support of higher headquarters systems.

13. Develops and maintains Continuity of Operations Plan (COOP) for all sensitive or mission essential business process applications.
14. Provides an electronic mail service coordinator.
15. Assists the District Information Security Officer (ISO) and assists in the administration of the District's Information Systems Security program as directed by the Security Manager and AR 380-19.
16. Develops and maintains COOP for all sensitive or mission essential business process applications.
17. Administers and maintains the District Computer Operations Center including all platforms, networks and communications servers therein.
18. Maintains and coordinates the activities of the District's computer training facility.
19. Develops coordinates, and implements information systems for decision-makers, including educating executives and managers to effectively use automation.
20. Provides staff oversight and review of communications operations, policy, and requirements. Operates MRR communications systems to include special purpose terminal equipment and common user telecommunications systems. Provides direct support to the Directorate of Construction-Operations, for provision of telecommunications operations services during time of emergency.
21. Provides staff supervision of the MRR Audiovisual Information Program. Maintains the Division Office video teleconferencing facility.
22. Maintains IMA equipment, services and provides input for inventories for all Division ADP hardware and software.

Customer Assistance Branch

1. Directs Customer Assistance Programs for IM activities within the District.
2. Provides IM support to the Missouri River Region (MRR) Offices in accordance with the currently executed Memorandum of Agreement between MRR and the Omaha District.
3. Integrates technical evaluation and end user functionality and compatibility for IM Implementation Plan.
4. Analyzes printing requirements; resolve problems relative to format, material, and

methods of production.

5. Determines the essentiality and requirements of reproduction methods, systems and processes for mission accomplishment.

6. Manages the technical and legal libraries.

a. Plans and directs library information services.

b. Supports user information needs through database searching, electronic and print media guidance, and reference and research assistance.

c. Provides materials selection and acquisition of needed information, acquiring information in a diverse set of formats (print, optical, electronic).

d. Collects information materials into central collections in order to extend the availability and use of materials through shared access by users.

e. Catalogs and provides access to materials purchased for Omaha District and MRR elements.

f. Limited subscription management for IM offices and MRR offices to include acquisitions, routing, and reference retention. Also provides guidance to District administrative staff in managing subscriptions.

g. Provides inter-library loan and document delivery services.

7. Manages and directs the Records Management Program.

a. Manages and provides guidance for the approved Army filing system, Army Records Information Management System (ARIMS) and conducts surveys on files management.

b. Controls forms management to include design, workflow analysis, and final preparation of all forms.

c. Reviews/approves content and format for all numbered directives.

d. Requisitions, receives, controls, and distributes all Department of Defense and Department of the Army numbered publications.

e. Reviews and approves or disapproves requests for office copiers and filing equipment.

f. Collects historical data under the Historical Program.

g. Maintains records of all materials and/or documents located at the Emergency Relocation Site (ERS).

h. Administers the Management Information Control System.

i. Establishes District standards to assure authenticity for electronically transmitted correspondence and forms.

j. Manages, controls, and issues office symbols.

k. Provides official mail and messenger services.

l. Provides internal mail and message services; handles incoming and outgoing mail.

8. Provides visual arts, graphics, and photo-typesetting services.

a. Advises management on the methods of communicating information through visual means.

b. Develops standards for the type and mode of graphic presentations.

c. Provides video production and photography services.

d. Maintains video production and photographic services.

e. Maintains District's conferencing/presentation facility.

f. Manages video communications for the Omaha District.

g. Prepares, maintains and administers the District's Document Imaging Policies.

h. Provides staff supervision of the MRR Audiovisual Information Program.

Portland District, CENWP

INFORMATION MANAGEMENT OFFICE

MISSION. Supports the disciplines of automation, telecommunications, visual information, records management, publications, forms, printing and libraries. Supports the District Information Management Office (IM) responsibilities as set forth by AR 25-1 and other related regulations and publications. Responsible for total operations support to the Portland District in all IM and Information Technology (IT) requirements.

FUNCTIONS.

Office of the Chief.

1. Implements standards and policy related to the Information Mission Area (IMA) in accordance with applicable regulations and laws.
2. Provides oversight/program management, execution, and quality control.
3. Responsible for development and implementation of the NWP IM/IT strategic direction and Information Architectures.
4. Responsible for IMA functions as set forth in AR 25-1 and other related publications.
5. Advises Command Management on all IM/IT functions.
6. Manages IM/IT Career Program for District employees.
7. Performs IM/IT manpower management for the District.
8. Oversees preparation of and submits IM/IT organization operating budgets. Oversees and monitors expenditure of funds within approved budget. Manages the IM PRIP program.

Requirements and Planning Branch.

1. Provides support to District for assigned IM/IT command and control, quality assurance, and program management requirements.
2. Responsible for the formulation of strategic direction, studies, plans, policies, and procedures within the framework of general policies by higher authorities for IM/IT activities.
3. Prepares the IM/IT Modernization Plan.

4. Updates the NWP Business Plan.
5. Formulates policy and provides guidance related to the IT Acquisition Program. Executes IT technical approval processes.e. Coordinates the requirements for IT hardware, software, and communications equipment. Monitors the execution of the equipment acquisition and provides report to management on a quarterly basis.
6. Administers the Information Technology Investment Portfolio System (ITIPS).
7. Coordinates the input on the IT Command Management Review (CMR) Performance Indicators and prepares quarterly report.
8. Conducts planning and partnering sessions with each functional proponent on IM/IT related activities.
9. Develops and maintains the District's IM/IT Continuity of Operations Plan (COOP).
10. Manages the Information Assurance program, provides Information System Security Oversight (ISSO), issues passwords (UPASS), oversees Information Assurance Vulnerability Assessment (IAVA) Compliances, Information Security and Awareness Program (INFOSEC), develops and maintains the Defense Information Technology Security Certification and Accreditation program (DITSCAP), and issuance and control of CEFMS electronic signature cards.
11. Develops and maintains Management Information Control Office (MICO) and Internal Control Programs.
12. Manages the designated subprograms under the Records Management Program consisting of the Army Records Keeping Management System, correspondence, office symbols, Privacy Act Program, Reports Control, Vital Records, and emergency files. Coordinates with the Office of Counsel on the Freedom of Information Act Program.
13. Provides mail and messenger services.
14. Manages the District Publications Program of publication review, coordination, formulating, distribution, and placement on the LAN and Intra/Internet as appropriate. Orders and distributes higher headquarters directives to include other agencies publications and private engineering firms. Manages distribution lists of local and higher headquarters publications.
15. Manages the District Forms Program including the control and design and production of forms and placement on the LAN and the Intra/Internet as appropriate.

Visual Information Unit.

1. Responsible for the production and services of graphic design illustration, publications displays, presentations, and audio-visual products for District customers through the use of in-house resources, Defense Automated Printing Service (DAPS) facilities, the Government Printing Office (GPO), and commercial sources in accordance with AR 25-30, joint command publication, and GPO regulations.
2. Responsible for visual information management and graphics coordination. This includes reviewing, advising, and administering compliance with visual and graphics standards set by HQUSACE.
3. Responsible for the management of copiers leasing, cost per copy, procurement, disposal, toner, cost, usage, and reporting.
4. Responsible for technical reviews of all video, photo and related equipment purchased and their use.
5. Produces products such as periodicals, nonrecurring publications, posters, reports, and other materials including photography, illustrations, maps, digital images, and diagrams.
6. Produces products through electronic transmission (LAN, intranet, and internet), pre-press publication, design/layout presentation, visual design/imaging, forms design and other related items.
7. Manages all printing and duplicating services and acts as liaison between the Corps and DAPS.

Library Unit.

1. Responsible for the operation and maintenance of the technical library.
2. Acquires, organizes, retrieves, and disseminates information in various formats in support of all mission requirements.
3. Provides on-line and CD-ROM database literature searching and searching on the internet, prepares bibliographies, provides interlibrary loan service, copies of journal articles and documents from a variety of sources.
4. Catalogs and provides access to publications purchased by the District.
4. Controls property accounting and circulation of library materials.

Customer and Infrastructure Support Branch.

1. Manages the Customer Support Center, Help Desk, the Hardware/Software facility, telecommunications infrastructure, and telecommunications contracts.

2. Serves as the IM customer relations liaison for NWP and NWD Portland Staff.
3. Provides customers with a full spectrum of automation technology/information technology (AT/IT) support services. These services span the areas of helpdesk, hardware, repair parts, software, network (Local Area Network [LAN], MAN, Wide Area Network [WAN]), Information security, bulk purchases, standards, procurement specifications/assistance, education and orientation, Automated Information System (AIS) support, project implementation, phone/pagers/radio/ISDN Telecom, email, office moves, technical analysis and consultation, audio and video teleconferencing support, planning support and research and development.
4. Provides customer assistance necessary for users to improve their productivity with standard base level office automation products.
5. Provides on-call assistance for support of critical elements of hardware/software on the LAN, email and critical water management systems.
6. Assists the Civilian Personnel Advisory Center (CPAC) in establishment of IM/IT training classes.
7. Provides Help Desk service through advice, assistance and instruction for IT areas (of hardware/software for office automation, communications, and electronic mail). Refers customers to subject matter experts when appropriate.
8. Provides IT support through in-house and contract resources.
9. Responsible for Contracting Officer Technical Representative (COTR) duties for General Services Administration (GSA) facility services contracts and any IM/IT support as appropriate.
10. Responsible for all communication functions, including voice, data, teleconferencing, video teleconferencing, radio frequencies, systems, consulting service, installation and trouble resolution and training as required. Coordinates, integrates and approves all telecommunication requirements.
11. Develops policy and provides guidance relating to the acquisition and use of communication systems and equipment.
12. Provides telephone support, billing, long-distance services and other related issues.
13. Ensures software integration of information systems and applications
14. Through various Memorandum of Agreements (MOA) provide support, and advise to

customers such as, but not limited to: Custom House HQNWD, National Recreation and Reservation Service (NRRS), Forest Service/Corps wide offices, ACASS/CCASS Contracting Office, NWP, and base level support to the Northwestern Division HQ's office located in Portland.

15. Performs systems analysis, design and development using both in-house and contractual services for programs for local customers (scientific, engineering, and management system applications).

16. Provides end user support for the various Corps wide AISs, such as Corps of Engineers Financial Management System (CEFMS), PROMIS, FEMS, P2, etc.

17. Provides and assists in Web development, maintenance and implementation of web applications/pages, and provides guidance on Corps Web policies and standards.

18. Provides database administration support.

19. Develops and supports Web-based applications and Web pages.

Seattle District, CENWS

INFORMATION MANAGEMENT OFFICE

MISSION. Directs, implements and monitors District Information Management (IM) and Information Technology (IT) activities as set forth by AR 25-1 and other regulations, bulletins, pamphlets and publications (IM encompasses voice and data communication, automation, visual information, libraries, records management, publications and printing and supporting personnel, equipment, services and facilities).

FUNCTIONS.

Office of the Chief

1. Supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and by reporting IM activities, as required, through HQNWD to the HQUSACE Directorate of Corporate Information (D/CI).
2. Acts as point of contact on all matters pertaining to IM and IT, including serving as the IM Staff Officer and Career Program Manager for IMO fields.
3. Advises District Commander on IM and IT issues and policies via the IT Steering Committee or direct communication.
4. Manages and tracks all IT costs.
5. Manages, tracks and projects IMO resource requirements.
7. Provides knowledge management services.
8. Manages the learning or training program for the District.

Planning and Implementation Branch

1. Develops policies and guidance to identify and meet District IM and IT requirements, goals, objectives and priorities.
2. Provides planning and project management for current and future District IM and IT systems and equipment; identifies deficiencies in District Automated Information Systems (AIS) and recommends solutions; ensures system compatibility with current plans for district information architecture; and assures that adequate capital planning and investment cost benefits and justifications are developed prior to procurement through use of the Information Technology Investment Portfolio System (ITIPS).
3. Provides technical evaluation for automation, communication and data management

products and services and evaluates market place for technology that meets District needs.

4. Provides services for corporate databases including development, maintenance, documentation, and administration.
5. Provides automation or programming services for corporate and sometimes custom applications including development, documentation, modification, and maintenance.
6. Provide telecommunication services for the District including project and field offices to include planning, analysis, installation coordination, and maintenance or service contract support.
7. Plans and directs District Records Management (RM) Program including: correspondence, directives, Privacy Act, Freedom of Information Act, records and vault storage, copiers, forms administrative publications, vital records, micrographics, CD-ROM, optical disks, archives, and integrates RM program within IMO.
8. Manages District historical program.
9. Manages District library by conducting inter-library loan services, maintaining legal library and official regulations, providing professional reference services, providing online database searches, and providing acquisition of technical scientific materials and cataloging.
10. Provides Information Assurance by maintaining computer system accreditation and IAVA compliance.
11. Manages the District web presence by providing internal and public web services, web programming, web development analysis, and District content provider support.
12. Provide Geographical Information System (GIS) services including development, maintenance, planning, administration, and analysis.

Customer Service Branch

1. Manages District LAN/WAN platforms. Provides server administration and maintenance for District systems including email, SMS, user authentication, printing, file storage, application storage, corporate databases, GIS, Internet, Intranet, FTP, etc.
2. Administers Windows 2000 Systems. Manages CEEIS System interfaces, e.g., UPASS, CEFMS, SPS, and other Corps related AIS requirements. Operates District LAN including administration of DHCP, NFS, TELNET, IP addressing, dial in, VPN, and LPR/LPD.

3. Provides, installs, and supports District field and project offices requirements for communications, equipment, and maintenance of IT equipment.
4. Provides Help Desk support for PC software, hardware, printers, PDAs. and other IT related devices.
5. Responsible for developing, testing, and maintaining the District standard desktop and laptop PC loads.
6. Administers system password control, i.e., NT permissions, Network Access Control (UPASS).
7. Manages off-site District data management repository.
8. Manages and is accountable for IMO property inventory.
9. Provides reproduction services and administration for printing and duplicating (hot copy, offset, other reproduction processing).
10. Designs and produces graphics products and video for streaming media.
11. Provides photographic and video services.
12. Loans/controls audiovisual equipment.
13. Processes incoming and outgoing mail.

Walla Walla District, CENWW

INFORMATION MANAGEMENT OFFICE

MISSION. The Chief of IM is the point of contact on all matters concerning Army Information Management, serves as the Information Management Officer, advises the Commander, and manages and executes Army Information Management activities and responsibilities for the U.S. Army Corps of Engineers (Corps), Walla Walla District. These responsibilities are set forth in Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology Management; AR 25-2, Information Assurance Security; and other related regulations, bulletins, pamphlets, and publications.

FUNCTIONS.

Office Of The Chief.

Planning Requirements.

1. Establishes CENWW Information Management goals, objectives, and priorities in conformance with established objectives and guidance from the District Commander, Northwestern Division Commander, and HQUSACE. Formulates CENWW plans, policies, and procedures within the framework of general policies set by higher authority for all IM activities (e.g., automation, information assurance, communications, visual information, records management, publications and printing).
2. Creates and manages long- and short-range planning for CENWW-IM functions. Reviews organization mission requirements, secures appropriate approval for plans, and provides guidance to operating officials to ensure each organization fully understands the CENWD-IM methodology needed for incorporation into their functional plan. Prepares and maintains the CENWW Information Management Business Plan and submits Information Technology (IT) Investment Portfolio System data for IT acquisition approval.
3. Provides guidance, review, and support for all CENWW Federal Information Technology related activities. Develops plans for the procurement and installation of new and/or modified releases of operating systems, hardware, software, diagnostic tools, services, and training; assuring that CENWW maintains conformity with the Corps baseline hardware and software standards. Reviews contractual documents for approved IT resources and IT certification as required.

4. Coordinates, with appropriate higher authority, the management of overall automation, network and telecommunications system security, implementing IT security measures as identified in AR 380-5 and AR 25-2. Develops, maintains, and coordinates plans with appropriate security personnel for continuity of operations in both national and natural emergencies.

Procurement/Property Management.

1. Validates IT procurement requirements are on approved IT Investment Portfolio and budget, ensures compatibility with CENWW, CENWD, and HQUSACE information systems and applications.

2. Prepares IT equipment utilization and contractual service reports for submission to CENWD and HQUSACE as required.

3. Responsible for receiving CENWW IT hardware and software, ensures that material received meets the technical requirements of the order, and prepares material for distribution to customer.

4. Manages IT equipment inventories for IT billings by maintaining inventory of equipment and ensuring appropriate documentation of equipment is issued to customer organization. Manages IT accountable property in the IM interim holding accounts.

Budget/Payment Management.

1. Prepares and submits budget for IT Property Replacement and Improvement Program (PRIP). Manages the expenditure of funds within the approved IT PRIP budget.

2. Prepares, submits, and manages the IT Business Plan, the IT budget for CENWW overall, as well as the IM operating budget.

3. Process invoices, receiving reports, and payment documents for all IT services, hardware, and software.

4. Administers General Services Administration (GSA) and other technical services contracts for various IT support (i.e., hardware, software, application development, analysis, design, customer support, technical editing, help desk, records management, photographic requirements, etc.). Manages Communication Service Agreements (CSA) Program for CENWW.

Copier Program.

Maintains maintenance contracts, plans for replacement of copiers, and maintains copier repair components, as appropriate.

Printing and Graphics.

Manages program to support printing and graphics requirements of CENWW. Maintains working cooperation with Document Automation & Production Service (DAPS) to provide mission responsiveness to CENWW requirements.

Mail Room.

Manages contract program to support the internal and external mail requirements of CENWW.

Library Support.

Establishes policies, programs, and procedures for the operation of the CENWW Technical/Legal Library. Acquires, stores, and researches material utilizing manual and automated processes. Maintains control of periodical and technical subscriptions. Provides on-line, inter-library loan service with other government agencies (internal and external), library Internet support, library network support for CD ROM technical requirements, and organizes and controls library collections (including cataloging and classification of a large photo history collection).

Records/Correspondence Management.

1. Provides long- and short-range planning of records management requirements for CENWW. Responsible for the overall the CENWW program of storage for administrative and engineering documents and to ensure the documents are available retrieval for future requirements.
2. Ensures efficient and effective records management by ensuring accurate and complete documentation of policies and transactions of CENWW. Incorporates standards and technical specifications for the life-cycle management of record information in all information systems requirements of CENWW.
3. Provides continuous attention to records from their initial creation to their final disposition with particular emphasis on the prevention of unnecessary paperwork. Ensures preservation of records in a manner and on a medium that meets all legal and archival requirements.
4. Provides periodic inspection of record management activities that relate to the accuracy of documents. Provides quarterly training to CENWW personnel on the most current policies, regulations, and procedures for the establishment and maintenance of records.

Technical Information Processing.

Provides publication services for CENWW by providing the following services: technical editing and writing, word processing, research, organization, and assembly of documents. Maintains consecutive numerical system and publishes office memorandums, policy letters, permanent orders, etc. Designs forms, brochures, presentations, graphics, and mailing labels. Provides various other services such as note taking and transcription, scanning, data conversion and entry, surveys, software support, etc.

Technical Services Branch.

Network Operations Center.

1. Responsible for CENWW data administration, long- and short-range planning of system(s) optimization and the safeguarding of all databases.
2. Provides long- and short-range plans for managing CENWW automation security systems, implements plans, and provides guidance to the staff on appropriate security practices in accordance with regulations established by Department of Defense (DOD), Department of Army (DA), HQUSACE, CENWD, and CENWW. Responsible for maintenance and all updates of the District Defense Information Technology Systems Certification and Accreditation Process (DITSCAP).
3. Manages software and hardware data communications operations including computer systems, routers, switches, T1 lines, frame relays, network servers, Internet servers, etc.; as well as storage, retrieval, and backup systems.
4. Operates Computer-Aided Drafting and Design (CADD) servers as well as Geographic Information Systems (GIS) servers and provides technical assistance to the technical users.
5. Provides Information Processing services for CENWW, establishes priorities of machine operations, schedules work load for IT equipment, and maintains records of usage. Maintains equipment to ensure maximum performance, provides for the continuity of operations, and evaluates and makes recommendations in matters of practical and optimum use of the network and computer systems.

Technical Support.

1. Ensures all personal computer (PC) hardware is fully operational and there is full integration of software for all CENWW information systems and applications [including commercial off-the-shelf (COTS) software]. Ensures CENWW customers maintain baseline configuration requirements established by DA, HQUSACE, and CENWD (NWDR 25-1-2).

2. Performs technical evaluation of IT plans for software, hardware, and communication interfaces. Prepares plans for implementation, testing, analysis, and reconfiguration of network as requirements change.
3. Provides customer assistance to all CENWW elements by maintaining the IM Help Desk, providing users a single point of contact for hardware and software problems. Provides technical support staff who respond to requests on procedural matters and hardware and software problems by identifying root causes and ensuring all efforts are expended to resolve the problem.
4. Maintains an in-house PC set-up and repair shop, which provides a stock of repair parts for easily repaired items (i.e., keyboards, memory upgrades, cables, CD-ROM drives, hard drives, printer parts, etc.) that are outside of vendor warranties.
5. Provides e-mail, Internet/Intranet, Optical Disk, and database development, programming, administration, maintenance, and customer support for CENWW.
6. Provides customer support and assistance for all stovepipe systems fielded within CENWW.
7. Provides technical direction for Geospatial Data and Systems Committee and provides database management, project development, and technical requirements for the implementation of GIS/CADD systems hardware and software for CENWW.

Communication Support.

1. Provides long- and short-range planning for all voice and data requirements for CENWW. Manages telephone systems and assists customers with telephone problems, interfaces with vendors for communication lines and support. Provides management with various user reports of commercial costs versus Federal Telephone System (FTS) costs.
2. Manages CENWW radio frequency program, prepares long- and short-range plans and budget, and works directly with HQUSACE for overall guidance and management of radio program.
3. Maintains a Continuity of Operations (COOP) telecommunications site for CENWD. Provides for initial receipt, transmission, and control of classified/ unclassified documents.

Pacific Ocean Division, CEPOD

Provide management oversight of the Division's Information Management program to ensure command and control, reliable information for decision making, an environment for knowledge management, the incorporation of best IT practices, and a secured computer/communications infrastructure.

Alaska District, CEPOA

INFORMATION MANAGEMENT OFFICE

Office of the Chief.

1. Serves as Chief, Information Management Officer for the District providing leadership, and advice to the District Engineer and District staff in the areas of: strategic management of information technology, integration of information technology and business processes; results based performance measures, capital investment plans for information management area; and risk assessment in regards to continuity of operations and data and network security matters; records and data administration programs.
2. Exercises staff supervision over systems and data administration functions for standard Army, Corps, District, and commercial systems supporting business and engineering applications; wide and local area networks, voice and data communication systems; information management area modernization planning; records administration, contract administration for mail, office machines and technical support; library administration; Electronic mail operations; graphic, audio/visual, photography support; hardware & software installation; information technology training administration; Information technology utilization and license administration.
3. Serves as the CP34 Career Manager for occupational series 301I Information Management specialists, 334 Computer specialists, 391 Telecommunication Specialist, 1084 visual information specialist, 1083 technical Writer, and 1410 Librarian.
4. Serves as member of POD Information Resource Management Steering Committee.
5. Formulates budget for IMO operations and facility operations; Approves Information Technology purchases for the District; Purchases Information technology for IMO and District.
6. Responsible for validation, approval, and certification of IMA hardware and software requirements. Ensures compatibility of information systems and applications.
7. Develops and maintains the Information Management Modernization Plan for all Information Technology (computer equipment, software products, communications equipment (voice, data and radio), audiovisual equipment, printing equipment, office automation equipment and technical information library requirements. Monitors execution of the Information Management Modernization Plan.
8. Conducts information system reviews for each District office; develops and maintain Information System Plans (ISP). Serves as coordinator on all Information Systems Plan/Information Quality Assurance (ISP/IQA) studies.

9. Prepares scope of work, and develops, and administers contracts for micro-graphics; office equipment (copiers, fax); long haul and local communication services; cellular and POTS phone services; mail room services; and technical support requirements for the District. Performs monthly contract performance reviews GSA and Contractor representatives.

10. Purchases all Information Technology for the District. Records, tracks and maintains all Software Licensing and Hardware warrantee information.

11. Proponent for IM quality in District Quality Management Plans and ISO 9001 Standard Operating Procedures (SOP) and Work Instructions (WI).

Systems and Data Administration Branch.

1. Provides technical oversight for all new Automated Information systems Implementation. Plans and prepares system implementation plans.

2. Software Technical Approval Authority for all software purchases. Recommends software standards to IM Steering Committee.

3. Provides guidance and assistance AIS development and acquisition. Maintains Life Cycle project folders for IT investments associated Automated Information Systems.

Systems Integration Section.

1. Responsible for implementation of automated information systems (AIS) in the district. Provides high-level technical support to install, configure and integrate computer applications within the technical architecture of the District, Corps of Engineers and Army. Works with the system proponents and users to ensure that AIS are responsive, usable and achieve the outcome expected.

2. Provides Data Administration services for district, Corps, and Army wide systems. Issues, maintains, and controls user access, passwords and electronic signature privileges to computer systems, applications and databases. Maintains application software, data bases, and application server configuration, for Oracle, SQL, internet servers supporting various computer systems such as PROMIS, CEFMS, SPS, RMS, REMIS, ETS, MODERN, APPMS, REGDIS, etc.

3. Performs system modernization assistance using ISP procedures, case tools, and application development tools, to define business processes, develop application requirements, and various products and software needed to improve the business process and information technology of district offices. Develops scope of work for services and products needed, initiates actions necessary to acquire, and support modernized systems. Secures approval for new initiatives, and ensures that Life Cycle costs are monitored, tracked, and are in compliance with approvals that have been provided.

4. Performs technical review and tests of new software for standardization throughout the District. Leads and participates in the IMO coordinators committee for purpose of identifying new Information Technology requirements within the District and Corps; identifies deficiency in existing processes, coordinating work teams to identify solutions to current problems; and develops implementation plans, coordinates changes that affect the entire district. Leads initiatives to standardization software and implement off-the shelf software in compliance with Corps guidance.

5. Prepares and administers the Internet Server and data collection. Provides guidance on page design. Maintains the Server. Ensures that data collection is maintained and current.

Data Management Section.

1. Serves as printing, publications and forms Control Officer. Receives and distributes administrative and technical military publications. Stocks and issues forms. Responsible for printing and publications management. Maintains electronic libraries and Internet sites for publications, and forms.

2. Serves as Micrographics and Information Control Officer. Conducts review and surveys to ensure reports and micrographic products are still required, information is needed, and quality of the microfiche and film satisfies requirements of the National Archives Center.

3. Serves as Records Manager for the District. Provides guidance and Conducts review of District Office filing systems. Develops annual review of District records and provides assessment reports to commander. Prepares scope of work and administers contracts for electronic and off-site storage requirements for district records. Maintains District records holding area; maintains inventory of record holdings; controls receipt, checkout, destruction, and archiving of all record holdings.

4. Provides technical and legal library administration support. Maintain library collection; surveys district office for new library collection requirements, orders, catalogs, controls check-out of library collection; conducts information search for district offices through the internet, national and district library sources. Reviews and approves requirements for magazines, books, and other library related items. Maintains electronic library collections on district network and Internet sites.

5. Responsible for Electronic Data Management and Planning. Provides assistance in organizing electronic files. Reviews electronic file requirements and prepares data management structure and acquisition plans as needed. Provides instruction and maintains the standard Corps electronic filing system for the District. Provides guidance and assistance in making electronic records available to the Public. Serves as data manager and coordinates data administration policy matters within the District.

6. Administers the mailroom postal services. Provides mail distribution services to district offices on Elmendorf AFB and Ft. Richardson. Provides postal services for incoming and outgoing mail. Monitors, controls, and reports postal costs; provides support for special delivery carriers such as Federal Express, and UPS. Provides for incoming and outgoing fax services

Network and Hardware Branch.

1. Forecasts and plans district requirements for telecommunication, network, data storage, and telephone and radio communication services. Prepares cost and feasibility studies for new hardware and service requirements for the district; prepares implementation plans that ensure compliance with district, Corps, and Army technical architecture. Develops budget requirements and capital investment justification for major network and communication requirements. Assists with Development of Office Information System Plans, and the preparation of the Information Modernization Plans.

2. Administers the radio frequency requirements for POD and the Alaska District. Review annually radio frequency utilization and requirements for the command. Updates utilization and frequency requirements. Coordinates requirements with CINPAC and USARAC.

3. Develops contingency plans for emergency communication operations. Provides communication support for emergency operations and exercises. Installs satellite communications equipment, PBX systems, radio communication, and antennas for field operations. Coordinates communication requirements with Alaska Dept. of Emergency Services. Provides communication services to District emergency team at ADES.

4. Plans, coordinates voice and data communication requirements with commercial providers (FTS 2000, GCI, ATU, AT&T, etc) for long haul and local communication services. Coordinates and negotiates interservice support agreements for communication and network services to remote Corps offices.

5. Provides technical advise and service to other federal agencies on an as required and reimbursable basis. Assists with problem determination and solution definition related to telecommunication or computer system problems associated to District construction projects.

Networks and Communications Section.

1. Purchases, installs, and maintains Private Branch Exchange (telephone) systems for district and resident offices. Provides voice mail services. Configures and programs PBX for DSN, long distant carriers, office phone groupings, and individual phone number requirements. Coordinates and implements 800 number dial in numbers for voice, and remote computer connections. Installs and maintains telephone instruments

for district employees. Creates and maintains utilization databases utilization analysis and cost distribution.

2. Installs, configures, and maintains Wide and Local Area Network communication switches, gateways, and routers. Analyses network traffic, reconfigures equipment to distribute and balance traffic and workload. Conducts network problem diagnosis to determine source of network malfunctions involving district, Corps, other military and commercial networks.
3. Installs, configures, and maintains Network application servers. Decides and allocates the functional usage that each server will provide, such as CADD applications, CDROM Jukebox and disk storage allocations, business applications, Email, Remote Access Services and public, organization, and individual user disk storage allocations.
4. Installs, configures network operating system, password rules, network utilization privileges, and system backup processes. Install operating system security software, virus protection and software upgrades as provided by manufactures, and the National Security Agency. Implements network management software to manage and monitor network utilization, software distribution, and remote support capabilities. Maintains system, application, and security administration log files; review for proper utilization.
5. Provides plant wiring for both voice and data communication requirements. Plans, installs and maintains fiber connectivity within District buildings and between remote offices.

Customer Support Section.

1. Provides direct user support to district employees. Receives calls for assistance; provides telephone support for trouble calls; establishes work-orders, dispatches technical support individuals to problem area; reviews, monitors and performs quality checks on performance of customer support. Prepares workload and performance reports. Chairs the IMO Coordinators committee.
2. Prepares and schedules deliver and installation of all new and used Desk Top and Notebook computers for the District. Loads and Installs all computers with standard software not already installed. Configures units for use on the District or Military Networks. Loads security and virus protection software. Assists customers with backup of information on old machines for transfer to new hardware. Configures employee's computer desktop to standard configuration. Prepares and/or ensures that property control documents are submitted to appropriate offices for recording receipt, and ownership of District computer resources.
3. Repairs microcomputers and related equipment not under warrantee; warrantee items requiring repair will be delivered to Logistics management for shipping; and maintains files of items in for repair.

4. Schedules and monitors remote and batch jobs for purpose of downloading files to local processors, preparing backing-up tapes of district servers. Ensures that off-site tape libraries are being updated and maintained. Provides file restore operations. Maintains operation of dial-in data services.
5. Performs in processing and out-processing of district employees. Creates and deletes users' network and E-mail accounts. Maintains district telephone directories. Updates user accounts and phone numbers on district Private Branch Exchange phone systems. Maintains telephone utilization database and prepares telephone distribution cost reports. Publishes District Phonebook in hardcopy and electronic media. Updates directory services in the x.500 email system.
6. Provides document scanning services, CD-ROM creation and duplicating services, and employee access terminal for Personnel records, on-line library services, and virus checking.
7. Installs, configures and maintains E-Mail server. Conducts weekly maintenance of email system. Performs backup and file restore processes as necessary. Provides training on E-mail; prepares and distributes information regarding proper mail practices. Assists users in organizing and maintain mail folders. Prepares procedures and instructs users with remote access to the mail systems. Assists visitors to the district with access to their own mail systems. Assists district employees set-up notebooks for their TDY travel needs. Assists external customers with mail exchange problems.
8. Provides support for district meetings by providing and setup for graphic design work, visual and audio equipment (projectors, computers, televisions, VCRs, public address systems, internet meetings, and VTC equipment). Provides and assists district with photography requirements. Prepares power point slides for meetings and seminars. Provides design assistance for internet web page requirements. Schedules, coordinates and prepares sites for Video Teleconference meetings.
9. Prepares excess computer equipment for Disposal. Prepares property control records transferring unneeded equipment to LMO for disposal. Evaluates and assesses condition of equipment being release. Erases disk storage media, and initializes operating system.

Honolulu District, CEPOH

INFORMATION MANAGEMENT OFFICE

MISSION. Manages, through a matrix-based organization with the assistance of subordinate supervisors, all District Information Management (IM) activities to include their associated activities, services and facilities in the following Information Mission Areas (IMAs):

FUNCTIONS.

Office of the Chief.

The Chief, Information Management (CIM) is the Senior IM official within the District. The CIM is responsible for the following functions:

- a. Automation (including office automation).
- b. Telecommunications (both voice and data).
- c. Visual Information.
- d. Library.
- e. Records Management.
- f. Printing and Publishing.

Resource Planning.

1. Fiscal/Financial Management.

a. Programs and budgets for IMA resources. Prepares the IMO operating budget. Ensures fiscal execution for all IMA functions. Develops funding sources and prepares appropriate District requests, as applicable [e.g., Plant Replacement and Improvement Program (PRIP), Quick Return of Investment Program (QRIP), Base-Level Commercial Equipment (BCE), and Office of the Secretary of the Defense Productivity Investment Fund (OSD PIF)].

b. Serves as a member of the District's IM Steering, Facilities Improvement and Program and Budget Advisory (PBAC) Committees.

c. Manages the RF50, RF51, RF39, and RF60. Prepares studies/analyses of charge backs, distribution; monitors and adjusts rates.

Information Management Planning.

1. Establishes policies, procedures and priorities to integrate District-wide IMA activities.
2. Conducts formal information studies and mission information analyses necessary to determine information requirements and to develop the District information model and IMA vision.
3. Establishes IMA goals and objectives that address and meet the information requirements of all District elements consistent with those of higher headquarters.
4. Participates in Division and Corps-wide IM planning activities, to include providing recommendations for policy guidance and system support, as directed by higher headquarters.
5. Serves as the Vice-Chairman of the District IM Steering Committee and as a member of the senior PBAC.

Program Management/Life Cycle Management.

1. Ensures Army standards regarding the life cycle management of information, to include collection, identification, processing, storage, and disposal, are effectively managed and integrated throughout the District.
2. Designs and develops Automated Information Systems (AIS) using approved Army Life Cycle design and development criteria. Monitors and approves contractual AIS design and development.
3. Manages AIS and databases IAW Army-approved system and database maintenance requirements.
4. Performs duties as outlined in AR 25-1.

Infrastructure Management.

Information Architecture.

1. Establishes information architecture IAW the HQ DA Assistant Chief of Staff for Information Management (ACSIM), ISA Information Systems Command (USAISC) and USACE guidance and the Army Information Architecture. Recommends architectural and standardization changes to the Division and USACE. Uses information system

planning and implementation methods to develop/update information, data, applications, geographic architecture, and develop/update and complete appropriate projects.

2. Plans, programs, integrates, coordinates, and evaluates the District information requirements to develop and maintain a reliable, effective District information architecture. Advises and assists District customers/end-users with the technical and managerial aspects of the requirements determination, documentation and justification process.

Automation Infrastructure.

Supports implementation of the Corps of Engineers Enterprise Information System (CEEIS) and the ISMP Modernization program/plan. Modernization consists of hardware /software/ systems and communications, including essential application and system conversion necessary for regionalized operations.

Telecommunications Infrastructure.

1. Plan, design, and deploy the District WAN/LAN systems within the District and to the field offices.

2. Plan, design, and deploy an integrated communications systems to include, radio, facsimile, electronic mail services, and satellite phones.

Operation Management.

General Management and Supervision.

1. Establishes controls for ensuring the efficient use of personnel, equipment, time, and funds for the IM office.

2. Approval authority for all District IM personnel actions and advises District Commander on IM personnel requirements/selections.

3. Monitors and performs inspection of District compliance with HQ DA, USAISC and USACE regulations; Fraud, Waste and Abuse policies; and Internal Control Regulations.

4. Manages the following through matrix management supervisory responsibility within the District:

a. Ensures the management of corporate tasks and stewardship of corporate resources. Provides principal management and technical advice to other divisions and staff offices. Recommends IM priorities and resource allocations for the District.

b. Ensures compatibility of all District hardware, software and communications. Validates District IMA hardware and software requirements.

c. Researches and determines potential new information technologies for exploration and serves as principal IM technical advisor to the Commander and the IM Steering Committee.

d. Recommends new IMA technologies, provides technology assessments and transition plans. Develops and implements procedures and plans for prototyping hardware and software in the IMA.

e. Establishes and approves all plans for IMA facility renovations, design and space requirements for District facilities.

f. Provides all upward reporting to higher HQ. Prepares material for presentations, information requests, and other executive/HQ performance reviews.

g. Develops and prepares the District IMA mobilization plan. Coordinates with the Emergency Management Division on all mobilization and emergency requirements. Participates in Emergency Management exercises and emergency operations.

Automated Information Systems.

1. Installs, test and maintains all AIS and Database Management Systems (DBMS).
2. Oversees all in-house design/development efforts for appropriate project management, including estimating level of effort, work breakdowns (tasks) and time duration for completion. Establishes milestones for design approaches, project master plans and contractor Statements of Work.
3. Provides oversight for all contracted AIS and database design and development for preparing/reviewing proposed technical approaches, project master plans and contractor Statements of Work.
4. Provides a clearinghouse for all end-user inquiries through the Help Desk. Screens and refers calls to experts to resolve problems. Performs or coordinates technical support functions for all computer related problems.

Telecommunications.

1. Serves as Network Manager to provide network management and maintenance, performance analysis, interconnectability, and operational strategies.
2. Serves as Telecommunications Control Officer (TCO). Prepares reports and payments. Certifies calls and charges.

3. Installs and tests all systems, communications and IMA hardware to ensure effective/normal operations. Installs cables and communications equipment to build/maintain District Local Area Networks (LANs). Installs and tests long-range communications networks.

Visual Information.

1. Manages the digital photographic library, to include the catalog of engineering, construction, administrative, public affairs office, and other briefing-related photographic slides; serves end-users upon request.
2. Establishes standards for audiovisual services to include electronic publishing, video teleconferencing, illustration, and graphics (both manual and computer generated).

Printing and Publishing.

Manages the printing and publishing functions. Manages the printing, binding and photo reproduction functions and establishes local policies and procedures. Determines essentiality and method of reproduction to be used. Obtains contact support when necessary.

Security.

1. Co-establishes policies for District IM Security and monitors automation and communications security IAW HQ DA and USACE requirements with the District Security Manager.
2. Manages security of the ADP Center.
3. Implements overall automation system security LAW AR 380-19.
4. Maintains physical security of system operations and communication facility to include fire and flood protection.
5. Prepares District Continuity of Operations (COOP) and performs COOP backups and testing.

IM Reimbursable Activities.

Performs; IM related work for District customers, Federal Emergency Management Agency (FEMA), and Public Works Center (PWC) under the Support of Others program on a reimbursable work-order basis.

Acquisitions.

Determines District IMA acquisition priorities, allocations and procurement policies as part of the District acquisition policy. Serves as the Contracting Officer's Technical Representative (COTR) for IM contracts. Advise District Contracting personnel of IMA Acquisition/Procurement.

Mailroom Functions.

Manages the mailroom functions. Operates the District classified and unclassified correspondence and document control center. Provides courier services between District and Division offices and various other locations. Provides initial receipt and control of classified documents central storage. Serves as Official Mail Control Officer.

Data/Records.

1. Manages the Data Management Program.

a. Serves as Data Manager and coordinates data administration policy matters within the District and acts as liaison between users and the Data Administrator to assure that requirements are met. Maintains data standards and data dictionary and develops entity-relationship data. Plans strategy for data development, implements policy/standards and prepares/updates the Data Administration Plan.

b. Assures AIS and DBMS life cycle effectiveness by establishing and monitoring appropriate QA standards IAW Army requirements.

c. Serves as Database Manager, physically designing appropriate corporate database(s). Maintains and updates District databases IAW approved Database Management System (DBMS) methodologies. Develops database schema and sub schema IAW logical database design.

2. Records Management Program.

a. Provides policies, procedures and advice on all records administration matters.

b. Develops standards for maintenance and disposition of hard copy and computer files. Conducts surveys to appraise the records management program. Develops and supervises a training program for records management coordinators, assistants, and staff officials.

c. Assists Counsel in the Freedom of Information Act Program IAW AR 25-55.

d. Serves as staff advisor to provide coordination and direction of the Privacy Act Program.

e. Oversees the forms management program. Controls the need, design and production of local forms. Maintains an automated file of forms for end-users to access and retrieve, when needed. Orders, stores and issues forms and higher echelon publications.

f. Publications Management.

(1) Oversees the publication management program IAW AR 25-30, to include reviewing and commenting on draft directives and guidance material of Command publications. Ensures that coordination is complete. Edits, maintains an index, and conducts periodic reviews to effect improvements and economy of requirements. Provides oversight and preparation of the DA 12 series.

g. Correspondence Management.

(2) Establishes and supervises the correspondence management program IAW AR 25-50 by working with appropriate administrative personnel to improve correspondence methods through use of the electronic mail system and other computer-enhanced methodologies.

Library Services.

1. Manages the District library program. Administers the informational and technical library, selecting, acquiring, organizing, and retrieving material in support of technical, managerial, scientific, and legal information needs. Prepares bibliographies, literature searches and abstracts as part of the service.

2. Maintains property accounting records for civil library accounts.

Web Services.

1. Manages web technology and services for the District. Designs, develops, and deploys web technology to provide information to District users, customers, and the public.

2. Maintain/update web pages on the District web sites.

Activity Career Program Management.

1. Serves as the District IM Career Manager (CP 34). Advises and monitors District IM personnel progress and development.

2. Serves as the District IM Career Advisor for Engineers and Scientists (CP 18).

South Atlantic Division, CESAD

INFORMATION MANAGEMENT DIRECTORATE

MISSION. MSC program manager for all Information Management mission programs. Accountable to the Division Commander for all facets of information technology. Establishes policies and procedures that aid in the acquisition and management of IT assets. Provides strategic oversight and actively measures program effectiveness relating to requirements analysis and planning, systems integration, information assurance, records management, visual information services, library services, publications and printing services, and comprehensive telecommunications capabilities.

FUNCTIONS.

Office of the Chief.

Command and Control:

Exercises staff oversight of regional Information Management Program. Manages IM Site Support Teams. Manages USACE Real Estate Support Center.

Regional Interface:

1. Provides Regional Interface with District offices. Coordinates information resource management activities with advisory groups, e.g. USACE Cross Functional Assessment Team (CFAT), CEEIS Configuration Board, etc. to insure uniformity and compatibility of Information Systems throughout the regional area of responsibility.
2. Maintains liaison with IM customers, e.g. Southeast Energy Power Authority (SEPA), South Florida Ecosystem Task Force, etc., industry associations, and other government agencies.
3. Works to establish network interfaces between USACE and key partner networks (FEMA, FORSCOM, DOI, etc.)

Program Management:

1. Provides Program oversight for all Information Mission Area (IMA) functions to include automation, telecommunications (including secure communications), records management, visual information services, library services, publications and printing services.
2. In accordance with the Clinger-Cohen Act of 1996, promotes the effective and efficient use of IT processes by managing the business process re-engineering of mission-related and administrative processes for the command and in support of the RBC.

3. As regional Chief Information Officer (CIO), provides Milestone Decision Authority (MDA) over Automated Information Systems (AIS) in support of Life Cycle Management of Information Systems (LCMIS) regulations for developing information systems.
4. Oversees Career Program 34 for all Information Management career paths.
5. Facilitates the development, implementation, and maintenance of an integrated IT architecture that is in compliance with the Army Enterprise Architecture.
6. Inform and coordinate IT support with the appropriate offices, committees, boards, and councils. Recommends comprehensive division-wide IMA goals, objectives, policies and priorities. Researches the applicability of new technologies and their potential use in support of the RBC.
7. Provides regional oversight for the planning, acquisition, and managing and deployment of information assets. Validates IT requirements to ensure they are consistent with Army criteria.
8. Responsible for oversight of regional automation management to include, data mining, managing information architecture and standards, Automated Information Systems (AIS) implementation, technology insertion, electronics records, web management, LCMIS, and Information Technology Investment Portfolio System (ITIPS) input, and Database Administration (DBA).
9. Serves as action officer for critical IT projects in support of RBC initiatives.
10. Develops and implements a comprehensive Information Assurance (IA) program. Serves as the division Information System and Network Security expert and manages regional IAVA compliance and DITSCAP program.
11. Responsible for regional data network integration, management of Internet portals, network design, operational readiness, WAN security compliance, and all messaging systems (e-mail and DMS), and radio communications.
12. Ensures the preparation and submission of the Directorate's budget for the yearly initial budget submission and mid-year review and update.

Quality Assurance:

1. Ensures Quality Assurance of Information Management by providing senior level leadership and support for District Information Management Offices. Monitors the technical competency of the programs and projects of District IM staffs. Provides assistance to districts in resolving major technical issues and facilitates resolution of

policy issues.

2. Provides oversight of district's IMA planning and information technology (IT) resources acquisition and life cycle management.
3. Coordinates and participates in command inspections, recommendations for policy guidance and system support as directed by higher HQ. Performs formal on-site inspections of district IMA programs.
4. Reviews and tests regional IM mobilization plans. Serves as the Director of IM Point of Contact for participation in mobilization exercises. Reviews and evaluates the district's Continuity of Operations Plans (COOP) and related IM mobilization plans.
5. Ensures representation for USACE and Army technical committees and technical user groups related to IMA planning and management of Information Technology.
6. Provides liaison to military and civil works programs. Serves as primary integrator of Regional Business enablers.
7. Responsible for coordinating information exchange and information technology integration among the division and USACE, Army, DoD and other regional and national government and private agencies and customers.
8. Reviews and coordinates long-range telecommunications planning and initiatives. Serves as Radio Frequency Manager for the Division to insure compliance with program requirements.
9. Manages Directorate of Information Management's Annual Assurance Program.
10. Provides oversight of district programs for records management, visual information, printing and publications, and mail operations.

Charleston District, CESAC

INFORMATION MANAGEMENT OFFICE

MISSION. Supports the Charleston District's Information Management Area responsibilities as set forth by AR 25-1 and other related regulations, bulletins, pamphlets and publications. IMO encompasses automation, communications (voice, data and radio), audio visual information, libraries, records management, publications and printing and its supporting personnel, equipment, services and facilities.

FUNCTIONS.

Office of the Chief.

1. Supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMO activities as required through the division to the Directorate of Information Management.
2. The Charleston District Information Officer is the point of contact on all matters pertaining to IM, serves as the IM Staff Officer, advises the Commander and manages IMO activities. Maintains liaison with SAD, district offices within SAD, and other offices as appropriate.
4. Develops integrated and responsive information systems in order to maximize the effectiveness of automation, improve productivity and minimize redundant data collection and processing throughout the District.
4. Responsible for the formulation of plans, policies and procedures within the framework of general policies by higher authority, for guidance of information management activities throughout the District.
5. Is responsible for the technical guidance and requirements within the District office for the following functions:
 - a. Automation to include Office Automation.
 - b. Communications (voice, data, radio).
 - c. Audio Visual (including video teleconferencing).
 - d. Records Management to include Libraries.
 - e. Printing and Publications.

6. Exercises, when appropriate, the authorities delegated to the District for the approval of requirements for the selection and acquisition of Information Management hardware and software.
7. Prioritizes the information management workload and resolves priority conflicts and ensures implementation of appropriate project management techniques.
8. Identifies and reviews Commercial Activities (CA) IAW procedures contained in AR 5-20 and ER 5-1-3, Commercial Activities, assuring that day-to-day actions with commercial activities implications are coordinated with the CA Program Manager.
9. Establishes controls for ensuring the efficient utilization of personnel, equipment, time and monies of the Information Management Office.
10. Responsible for the preparation of the Information Management Office's budget estimates, funding requirements, and authorization requirements for acquisition of automation hardware, software, and contractual services.
11. Develops, implements and tests the District's IMO mobilization plans. Serves as the IMO point of contact for participation in mobilization exercises. Coordinates the District IMO mobilization plans.
12. Responsible for Career Program Management for IMO functions.
13. Responsible for support of the District's customers in all information areas such as Automation, audio-visual, printing and publications, library facilities, and all forms of communications (data, voice, radio). Serves as customer assistance point of contact.
14. Provides service to meet the District's information needs through:
 - a. Implementation of information systems ensuring software integration of District information systems and applications. Performance of executive and applications systems programming, as required, to develop and maintain software systems.
 - b. Technical evaluation of information plans including hardware and software requirements and reviews of automated equipment acquisitions.
 - c. Performance of software and data communications operations to include computer systems, tape library (including backup tape storage), scheduling, input/output control, executivesystem software, and telecommunications whether provided by in-house staff or under contract.
 - d. Performance of system analysis, design, and development using both in-house and contractual services. Performance of database design, development, and administration.

e. Design, development, implementation, and augmentation of all types of communication systems (voice, data, radio, video).

f. Provision of printing, binding, photo-reproduction, and composing services through use of contracted services obtained from commercial and/or Government Printing Office sources.

g. Operation of communications systems to include radio, facsimile, private telephone lines, data networks, and communication equipment.

h. Implementation of overall automation system security IAW AR 380-19 and security of telecommunications systems.

i. Provision of internal mail and message services, including the handling of incoming and outgoing mail and the operation of a records holding area.

j. Provision of support services under the District-wide Records Management Programs, including the production and distribution of official publications, media, and forms.

k. Provision of in-house reproduction services.

l. Review of existing and proposed committees for necessity, composition, duplication, and duration. Recommends discontinuance or change as appropriate.

15. Responsible for the management of customer assistance activities to meet the needs of District users of Information Management services with regard to all of the IM disciplines. Continually assesses IM's methods and procedures for providing service to identify opportunities for improvement. Functions include:

a. User support for all IMA areas such as the utilization of ADP, data communications, office automation equipment and the associated hardware. Ensures that users of all types of IM related hardware and software receive user documentation, applications (standard system and off-the-shelf) assistance, consultation, and advice regarding software selection and utility.

b. Hardware and software installation and troubleshooting.

c. Development, coordination, and implementation of information systems for decision makers, (e.g., broad-based office automation system), including educating District executives and managers in the effective utilization of automation.

d. Computer graphics, photographic production support, graphic arts, illustration, desktop publishing, and audiovisual services.

e. Management of a tracking and referral system for all customer assistance requests (user requests), including the monitoring of status of actions on all requests from receipt through completion and the collection of data regarding resources expended in meeting those requests.

f. Management of, and scheduling of video teleconferencing with local host agency.

g. Management of district web resources; design, operation, and maintenance.

Jacksonville District, CESAJ

INFORMATION MANAGEMENT OFFICE

MISSION. Responsible for staff actions and Policy related to performance of District Information Management and Information Technology (IM/IT) responsibilities as set forth by AR-25-1, AR 25-5, and other related regulations, bulletins, pamphlets and publications. IM encompasses communications (voice and data), automation, audiovisual, library, records management, publications and printing, in addition to supporting personnel, equipment, services and facilities.

FUNCTIONS.

Office of the Chief

Serves as the IM Staff officer and District Career Program Manager (CP-34) for all IM/IT functions. supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IM activities as required through the Division to the Directorate of Information Management (D/IM), USACE. Serves as Systems Security Manager responsible for the security of all automated systems developed and/or used by the District.

Information Requirements And Planning Branch

1. Responsible for staff actions related to:

a. Validating user requirements and coordinating acquisition approvals for standard hardware and software to ensure efficient utilization of installed equipment. Ensuring compatibility of end-user equipment systems and software both within the District and within other USACE FOA's.

b. Serving as the initial point of contact (POC) for all user requirement requests (SAJ Form 685) for automation equipment and software.

c. Planning and coordinating District automation support training program. Designing course content and coordinating with District and Division training offices to provide the training resources. Providing specialty-training resources for user-specific systems, when necessary.

d. Developing scopes of work for unique IM contract support requirements and monitoring the technical aspects of the contractor's performance of the work.

e. Participating with IM-I Branch in performing application studies and systems analysis of automation systems so that the helpdesk personnel will be ready to support the user upon completion of the application.

f. Establishing District IM/IT short and long-range goals and objectives. Recommending priorities for accomplishment and monitoring the progress of achievement.

g. Formulating District piano, policies and procedures for all IM activities within the framework and guidance of general policies provided by higher authority and the USAISC.

h. Preparing, monitoring and maintaining the District's Information management master Plan.

i. Preparing and submitting the operating budgets for Audiovisual, Printing, Library and Hardware and Software Purchase resources. Managing the expenditure of funds within approved IM budget.

j. Overall planning and monitoring of IM emergency support actions.

k. Serving as the principal point of contact for all IM-P Commercial Activities studies.

l. Reviewing, evaluating and testing performance capabilities of new equipment for possible use in the District.

m. Supervising and directing all Branch activities to include audiovisual, printing and records management activities. Managing the technical information library by selecting, procuring, organizing and retrieving material in support of technical and scientific information needs. Preparing bibliographies, literature searches and abstracts as part of the service.

Audiovisual

1. Providing for or obtaining all IM audiovisual, image processing and illustrating services.

2. Providing and coordinating audiovisual services consisting of videotapes, motion pictures, photographs, slides, graphic arts and audiovisual equipment.

3. Maintaining equipment inventories for all IM audiovisual equipment.

4. Installing and maintaining all IM audiovisual equipment. e. Maintaining a slide depository and photographic library.

5. Developing scope of work for unique IM contract support requirements; and

monitoring the technical aspects of the contractor's performance of work.

6. Directing the activities of the SAD Visual Production Center. Accounting for all audiovisual property.

7. Serving as the primary support activity for desktop publishing.

Printing

1. Providing Defense Printing Service (DPS) for all District printing, binding and photo reproduction services.

2. Providing for microphotography production support

3. Obtaining contract support through the GPO Regional Printing Procurement Program for commercial printing.

4. Serving as the Printing/Reproduction Control Officer,

5. Maintaining equipment inventories and machine usage records for all District printing, reproduction equipment, all reporting requirements and AR 310-1.

6. Installing and maintaining all District printing and reproduction equipment,

7. Developing scopes of work for unique contract support requirements and monitoring the technical aspects of the contractor's performance of work.

Records Management

1. Managing the District Records Management Program including correspondence methods, mail handling, file systems, files maintenance and disposition standards.

2. Planning, developing and conducting training programs for Records Management assistants and files personnel. Operating the records holding area for the District.

3. Managing the Forms Management Program including the control, design and production of local forms.

4. Managing the Directives and Publications Management Program to ensure compliance with established guidelines. Requisitioning, receiving, storing and issuing all types of publications/directives.

5. Operating the internal mail handling system including receipt control and distribution of all incoming and outgoing District mail.

6. Establishing policies and procedures and managing quality control of internal correspondence and files management.
7. Coordinating the District Privacy Act Program.
8. Serving as District Records Manager, Privacy Act Officer, Mail Control Officer, Alternate Files Records Coordinator and Publications Control Officer.
9. Developing scopes of work for unique contract support requirements and monitoring the technical aspects of the contractor's performance of work.

Information Integration Implementation Branch

1. Responsible for staff actions related to;
 - a. Coordinating the District end-user support in areas of automation. Installing and maintaining support of all end-user equipment and software.
 - b. Providing on-call support and assistance to users in the resolution of minor difficulties. Referring complex problems and/or problems requiring extensive IM support and assistance to the appropriate IM support activity.
 - c. Developing, operating and maintaining a quality assurance program to determine the degree of customer satisfaction achieved by IMO in the provision of automation support to the District.
 - d. Maintaining records and statistics on daily calls received by the helpdesk and the time required for completion of the request and estimated cost of the solution. Periodically evaluating requests and, where there is a common pattern to the requests, develop or recommend corrective actions to minimize future requests of a similar nature.
 - e. Supervising and directing all Branch activities, to include computer systems and programming, data communications, computer operations and maintenance. Serving as the Automated Systems Security Officer, responsible for the security of all automated systems developed and/or used by the District. Formulating guidance and policy within the framework of general policies developed by higher authorities, for the operation and maintenance of the District automation and data communications support activity.
 - f. Ensuring software integration of all District information systems and applications (includes off-the-shelf software)
 - g. Performing feasibility studies, systems analysis, design, development,

documentation, installation and maintenance, in support of automation systems using both in-house and contractual services. Coordinating District response to USACE Information Systems Modernization Program.. Preparing technical specifications for all software acquisition actions.

h. Developing scope of work for unique IM contract support requirements. Monitoring the technical aspects of the contractor's performance of the work.

i. Monitoring computer systems workload and evaluating response time and statistical data to ensure optimum, trouble-free system performance.

j. Performing executive computer operating systems management, specialized systems management, and specialized systems programming as required to evaluate and track system workload.

k. Maintaining equipment inventories and machine usage records for all IM equipment assigned to the IM-I Branch.

l. Performing all operations planning and coordination of centralized computer and data communications systems, including the scheduling of system activities and preventive maintenance, the development of input/output control policies and procedures, and the overall planning and management of executive operating systems software. Monitoring contractor performances in the maintenance and control of a tape library, the performance of systems backup of all online disk files and the overall compliance with all contract requirements.

m. Coordinating with South Atlantic Division (SAD) operational personnel in the transmission and receipt of work performed on the SAD central computer.

n. Serving as Network Systems Security Officer responsible for the physical security of automation network equipment and data storage facilities, including the orientation of Terminal Area Security Officers (TASO). Ensuring that standard automation security procedures and protocols governing network operations are developed and promulgated. Controlling access and connectivity to the networks. Assigning passwords on all multi-user systems and monitoring user activity for unauthorized use.

o. Serving as contract coordinator and technical advisor of the contract for computer operations.

p. Serving as the District technical advisor and consultant on the performance and support of all multi-user minicomputer, super micro and/or networked systems, to include the installation, maintenance and support of all data communications equipment and lines connecting the end-user terminal. Evaluating the performance of all multi-user systems and developing technical plans for augmentations and enhancements to improve the overall performance of the systems. Providing site

management services to system administrators in other functional elements.

q. Providing for installation and maintenance of all hardware support wiring up to the local terminal, local area networks and microcomputer.

r. Acquiring, installing and maintaining all District local and wide area data communications networks.

Computer Operations (Contract)

1. . Operating computer systems and associated equipment.
2. Performing computer and data communications operations to include computer systems, data interface (Data-kit), scheduling, input and output control and executive software. Maintaining and controlling a tape library and card data files, and performing back up for all online disk files.

Communications

1. Evaluating and resolving end-user communications problems.
2. Providing for and/or obtaining all District communication services related to radio, private line voice networks and facsimile. Operating communications systems to include Teletype, facsimile and private line voice networks.
3. Operating the District classified and unclassified document Message Control Center. Also responsible for initial receipt and control of classified documents to include central storage and control of COMSEC account and/or COMSEC material.
4. Installing and maintaining all District communications equipment.
5. Maintaining equipment inventories for all District communications.
6. Serving as District COMSEC Officer.
7. Developing scopes of work for unique contract support requirements and monitoring the technical aspects of the contractor's performance of work

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Mobile District, CESAM

INFORMATION MANAGEMENT OFFICE

MISSION. Manages, supervises and directs all activities of the office to include the Information Mission Areas (IMA) of automation (including office automation), communications (voice, data, and radio), audiovisual information, libraries, records management, publications and printing and all supporting personnel, equipment, services, and facilities.

FUNCTIONS.

Office Of The Chief

1. Serves as the Chief Information Officer for the Mobile District. Responsible for the management of information as a resource, the technology supporting information requirements, and the resources supporting information technology. Responsible for strategic planning, business process analysis and improvements, assessment of information technology, performance measurement, IT acquisition and training. Ensures compliance with Public Law 104-106, Clinger-Cohen Act of 1996 as well as other applicable legislation and mandates.
2. Serves as consultant to the District Commander in the formulation of policies concerning information resource management. Advises the District Commander and the District staff on all matters relating to information resource management and is the principal staff member for Information Management (IM) in the District. Maintains liaison with SAD, HQUSACE, other Federal and state agencies, and private industry.
3. Responsible for the development and management of the District's Information Assurance Program.
4. Establishes and chairs local Information Resource Management Steering Committee (IRMSC) or equivalent (e.g., PBAC) as outlined in Engineer Circular 15-1-16. The committee will advise the Commander and have similar missions, objectives, and functions as the Command-wide Cross-Functional Assessment Team (CFAT).
5. Establishes controls for ensuring the efficient utilization of resources -- to include personnel, equipment, time, and funds -- of the Information Management Office (IMO).

Chief, Planning & Requirements Branch

1. Manages, supervises, and directs activities of the Planning and Requirements Branch.

2. Responsible for overseeing the development of District-wide IMA goals, objectives and policies for recommendation to the CIO.
3. Ensures District compliance with statutory and regulatory requirements established to manage information and information technology.
4. Responsible for IT capital planning to ensure that all IT and information resources are used to achieve business process improvement, increase mission/program performance, and accomplish the agency's mission and strategic goals with the maximum benefit and least risk to the Government.
5. Responsible for implementing the Army Information Assurance Program for the Mobile District.
6. Advises the CIO regarding the establishment of controls for ensuring the efficient utilization of resources to include personnel, equipment, time, and funds.
7. Oversees the management of information for District customers within the IMA functional areas of records management, library management, printing, and publishing, mail and visual information.
8. Plans, directs, and coordinates the activities of subordinate Section Chief.

Chief, Requirements Section

1. Provides management and supervision for the Requirements Section which consists of acquisition, security, records management, office administration, and library management.
2. Establishes goals, objectives, priorities, and work standards for the Section. Assures the accomplishment of the Section mission and takes actions to correct deficiencies or train those who do not meet established standards.
3. Plans, directs, controls and coordinates the activities of subordinate Teams/Units.

Acquisition And Security Team

1. Responsible for the development of short and long-term planning documents describing the District's IT Capital Plan and Investment Strategy to include development of the District's IMA Modernization Plan (IMP) and the Information Technology Investment Portfolio. Monitors acquisition and return-on-investment in IT resources by the District as compared to the IT portfolio and reports execution to higher headquarters.
2. Ensures compliance with statutory and regulatory requirements established to control the acquisition and ensure the effective utilization of IT resources by the Federal

Government as outlined in Public Law 104-106, Clinger-Cohen Act, Public Law 103-62, Government Performance & Results Act, and similar legislation and mandates.

3. Consults with District end-users on available technology solutions for information requirements in order to enhance business processes and provides recommendations on specific hardware and software solutions. Ensures end-user requests to acquire IT resources are consistent with DOD, Army, MACOM, and District policies, planning guidance, and information architectures.

4. Utilizes the IT capital planning process to assess the value and manage the risks of the District's IT investments to facilitate measurable improvements in mission performance.

a. Reviews District IT business processes for opportunities to optimize process performance by streamlining procedures, eliminating redundant or unnecessary tasks, and optimizing IT resource allocations.

b. Responsible for ensuring strategic and program performance linkage. The Government Performance and Results Act requires that resource requests be tied to strategic plans and annual performance plans.

c. Responsible for preparing an IT baseline assessment. This assessment evaluates the capacity of existing assets to achieve strategic goals and objectives.

d. If the assessment identifies a performance gap between the current and required capacity, detailed functional requirements for additional assets will be defined. These requirements are identified in terms of the mission, purpose, capability, and components involved, not by specific equipment or software.

e. Ensures alternatives to capital assets have been considered prior to planning the acquisition of new IT resources.

f. Ensures that all IT investments identified during this process are mission essential to District operations and are documented in the District's IT portfolio.

g. Documents division/office level geo-technical architectures to ensure proposed IT solutions are compatible and that acquisitions are conducted consistent with these architectures and are interoperable with existing hardware/software resources.

h. Conducts financial analysis (such as economic analysis or cost analysis as outlined in DoDI 7041.3) which describes IT program and life cycle costs to assist decision-makers considering alternative IT investment strategies.

i. Ensures District IT acquisitions are conducted consistent with DOD and Army life-cycle management concepts as outlined in DOD Directive 5000.1 and AR 70-1, and prepares all life-cycle management of information systems (LCMIS) documentation.

j. Manages the procurement of District IT resources by obtaining or preparing appropriate documents, obtaining contract approvals, coordinating with Federal contracting offices and private vendors, conducting technical reviews of vendor solicitation responses, resolving procurement problems, and coordinating with internal District customers and organizations.

k. Ensures employees working with credit card acquisitions have delegation of procurement authority as assigned by the Agency Program Coordinator (APC).

l. Develops, implements, and tests the District's mobilization plans. Serves as the IMO point of contact for participation in mobilization exercises. Coordinates with the Chief, Integration and Implementation Branch (IM-I), on the development and implementation of an IMA Continuity of Operation Plan (COOP).

m. Responsible for the management and execution of the Mobile District Information Assurance Program in accordance with applicable HQUSACE guidance, Army Regulations, and DOD Directives. Responsible for the implementation of PL 100-235 (Computer Security Act of 1987), OMB Circular A-130 Appendix III, PL 93-579 (Privacy Act), PL 104-106 Clinger-Cohen Act), PL 99-474 (Computer Fraud and Abuse Act), and other Federal laws as they pertain to the Mobile District's managed automated information systems (AISs). Develops and implements policy, procedures, and guidance for protecting and defending AISs by ensuring their availability, integrity, confidentiality, and non-repudiation. Responsible for validation of appropriate controls in AISs governing hardware, software, procedures, communications, networks, firmware, and personnel to create an effective Information Assurance Program.

(1) Responsible for DOD IAVA (Information Assurance Vulnerability Assessment) reporting and compliance procedures. Reports security incidents and technical vulnerabilities to higher headquarters as prescribed by applicable Army Regulations.

(2) Oversees accreditation procedures of all AISs comprising the Mobile District network IAW DOD 5200.40, DOD Information Technology Security Certification and Accreditation Process (DITSCAP).

(3) Responsible for the risk management program to ensure risk analysis of treats and vulnerabilities and implementation of appropriate countermeasures to mitigate risk.

(4) Oversees the execution of the ISS (Information System Security) Training and Awareness Program.

(5) Responsible for the Mobile District AIS access control and password management program.

(6) Responsible for the execution of the Management Control Evaluation Checklist for the ISS Program.

Records Management Team

Responsible for the management of all programs within the records management discipline. These include records, correspondence, micrographics, forms, publications, Privacy Act, filing equipment and facsimiles, reports control, mail and message distribution, classified document control, telecommunications center operations, and library management. Prepares statement of work (specifications) for all contractual services and monitors contracts.

a. Fulfills the duties of the District Records Manager.

(1) Performs staff assistance visits to all District headquarters and field offices to assure that management techniques are being implemented to meet the standards established by higher headquarters. Applies applicable regulations governing maintenance, transfer, and retirement or disposal of records. Instructs new records coordinators. Verifies accuracy of office's records classification as applicable to the organizational function. Writes reports of discrepancies, supplies corrective action, and performs follow-up when records management is considered marginal.

(2) As an appointed Mobile District Security Officer (DSO) manages the CEFMS signature card program. Provides instructions to users on how to request new or replacement cards and provides instruction on how to resolve problems with their cards.

(3) Manages the District's Storage and Retrieval Contract, which maintains the Records Holding Area (RHA). Retires inactive records to the RHA and Federal Records Center (FRC). Conducts searches for records, and retrieves requested records from RHA or FRC.

(4) Serves as Project Manager for the District's Corps of Engineers Electronic Document Management System (CEEDMS) program. Provides support to managers and technical elements in implementing CEEDMS technology.

(5) Manages, operates, and maintains the District's Consolidated File Area and File Area Contract.

(6) Serves as Program Coordinator for machine-readable records. Provides guidance to ensure permanent preservation of archival information, and for the systematic disposition of all other information in machine-readable form.

(7) Provides support to managers and technical elements by obtaining official records, drawings, and publications from agencies outside Mobile District.

(8) Makes recommendations concerning the use and selection of filing equipment, micrographics equipment, and facsimiles. Approves final selection.

(9) Prepares statement of work (specifications) for all records management contractual services and monitors contracts.

b. Accomplishes the duties of the District's Micrographics Management Officer. Manages the District micrographics program by determining files to be filmed, designating microform systems to fit user needs, and evaluating microfilm equipment and supplies. Writes statement of work (specifications) for contracts and works closely with the contractor on microfilm projects. Monitors all ongoing microfilm projects, both in-house and by contract. Serves as the Quality Assurance Evaluator (QAE) on all film produced and informs contractors when film products fail to meet quality or archival standards specified.

c. Administers the District Correspondence Control program. Reviews all higher-echelon changes to correspondence regulations. Updates the District's Correspondence Guide and performs group training on major changes. Furnishes individual assistance as needed.

d. Performs the duties of the District Management Information Control Officer by providing guidance within the District on management information control policies. Approves/disapproves internal +/- requirements and establishes and maintains a recurring reports control register through periodic reviews.

e. Executes the duties of the District's Privacy Act Official. Reviews forms and systems of records to assure the Privacy Act has been implemented where required.

f. Performs Classified Document Custodian duties for the Mobile District. Receives, opens, records and delivers all incoming documents to the intended addressee. Serves as the District's classified document repository. Safeguards and charges out documents. Downgrades, declassifies, destroys, or prepares notices to recipients on action to be taken.

g. Performs COMSEC Custodian duties for the District.

(1) Receipts, safeguards, and accounts for all COMSEC materials and equipment handled within the District. Ensures that CRYPTO key changes are performed in accordance with controlling authorities directives.

(2) Inspects and assures proper installation of all COMSEC assets. Ensures that all equipment and COMSEC aids are properly utilized and employees trained before hand-receipting equipment and materials. Coordinate preventative and/or required COMSEC maintenance to ensure continuity of services.

h. Operates the District telecommunications center Monday through Friday and as required during emergencies or when directed by the District Commander. Receives and transmits classified and unclassified messages for the District headquarters utilizing the DMS NIPRNet and SIPRNet systems. Receives and transmits classified and unclassified documents over the District's dedicated facsimile machine.

i. Library Management. Provide mission related library research and information services to the District. Services include:

(1) Information Search and Retrieval. Provides ready reference and in-depth research services to address the customer's information needs. Searches include a variety of global databases such as DIALOG, Defense Technical Information Center (DTIC), Online Computer Library Consortium (OCLC), Defense Acquisition Deskbook (DAD), the Internet, and others.

(2) Current Awareness. Keeps customers (current and potential) aware of new literature and techniques related to District's mission by developing tools to promote the information services and products provided by the Library.

(3) Document Delivery. Delivers physical or electronic documents to the user from the Library collection or from external sources using interlibrary loans and reprints to meet information requirements.

(4) Collection Development and Management. Analyzes customer needs, develops policies, selects and acquires library materials which support the mission-related, educational and informational needs of the District. Also responsible for the physical and bibliographic control of the collection to include circulation, shelving, and cataloging. Other collection management services include: Purging and removal of outdated and damaged material from the collection; Maintaining an electronic collection of Department of Army and Corps of Engineers regulations; and Managing Information Handling Services CD-ROM Library for the Construction and Engineering Divisions.

(5) District Historical Program. Coordinates program and maintains the installation historical files and submits the annual historical report to the HQUSACE Historical Division.

Chief, Support Services Section

Provides staff supervision and representation for the Support Services Section, consisting of Printing/Duplicating Services, Forms Control, Visual Information Services, Official Mail Distribution and Facility Cost Distributions for all IM Facility Accounts. Establishes goals, objectives, priorities, and work standards for the Section. Assures accomplishment of the Section mission; takes actions to correct deficiencies or train those

who do not meet established standards. Plans, directs, controls and coordinates the activities of subordinate Units. Includes the following:

a. Prepares and publishes a supplemental regulation to AR 25-30, outlining local procedures to be used, and limitations when requesting printing and duplicating services.

b. Coordinates the District's printing requirements with the Defense Automated Printing Service (DAPS) representative. These services include all types of printed materials, such as engineering plans and specifications and succeeding amendments, procurement solicitations, advance notices of invitations for bids, invitation for bids, real estate timber sales, navigational bulletins and notices, news releases, and other publications issued and used by the Mobile District.

c. Acts as the final review authority for work requested, ensuring that all work is in compliance with the Joint Committee on Printing directives and guidelines.

d. Assists customers in preparing justifications for printing of those documents deemed functional and required for mission enhancement but not considered ordinary printing requirements.

e. Writes statement of work (specifications) for all contractual services and works closely with the contractor on outside reproduction requirements.

f. Provides planning guidance for preparing estimates and controlling printing funds.

g. Maintains cost and production data on all printing procured from DAPS. Charges customers for products and services received.

h. Forms and Publications Management.

(1) Exercises final technical responsibility for the District's Forms and Publications Program. Determines distribution requirements for all publications and forms used within the District. Consolidates requirements, orders publications, and distributes upon receipt. Maintains a library of all publications used within the District. Approves final format of the District forms and publications.

(2) Reviews Permanent Orders and Policy Letters originated within the District and issues control numbers.

(3) Serves as final review authority for all form letters and publications originated with the District.

(4) Reviews all forms used within District for possible automation. Ensures that sufficient quantities of non-automated (paper) forms are maintained to

satisfy requirements. Ensures that forms are reviewed annually by responsible proponent and purged as required.

(5) Coordinates the consolidated procurement of various recreation passes used by field offices to ensure sufficient quantities are received and maintained for projected annual usage.

Mail Unit

Performs the duties of Official Mail Control Officer for the District.

a. Provides information and guidance to District employees, reviews local mailings, establishes and maintains coordination with subordinate field sites when purchasing postal equipment or services, and maintains liaison with United States Postal Service and other delivery organizations. Reports postage use and cost to higher headquarters as required by governing regulations.

b. Responsible for incoming mail. Determines if control is needed. Maintains suspense files and follows up on overdue correspondence.

c. Records checks, money orders, and cash received through the mail and prepares Remittance Register.

d. Processes all outgoing mail. Determines the correct class/category of postage to meet delivery requirements at the least cost to the District. Numbers and records registered and certified mail. Makes distribution of local publications.

Visual Information Team

Provides visual information services to the Mobile District and other government agencies.

a. Graphic Arts. Responsible for delivering appropriate design solutions and products for a variety of communication requirements for the District within a specified timeframe and budget. Provides technical advise, project coordination and consultation services to District personnel, assisting them with content organization, materials preparation, file formatting and other problems which arise during the preparation of presentations, brochures, etc. Graphic arts services include but are not limited to:

(1) Presentations (includes digital on-screen presentations, 35mm slides, overhead transparencies and handout materials). Examples: command briefings; budget briefings; Commander's visitor packages; project status briefings; and proposals.

(2) Exhibits and displays (includes panel design, space planning, transportation and setup considerations, large map and poster production, creation of

special 3-dimensional items). Examples: public meetings; commemorative events; and public relations events.

(3) Printed material (includes design and layout, illustration, editing and proofing of printer plates) Examples: full-color brochures; programs (Change-of-Command ceremonies); campground and recreation area pamphlets, handouts, regulations; project maps with details on specific information such as wetland mitigation; report covers; public safety items such as illustrated children's books, flyers, safe boating pamphlets.

(4) Illustration and design. Examples: logos; original paintings, watercolors, airbrush; architectural renderings; and caricatures.

(5) Awards. (includes customer design, printing and framing) Examples: plaques for retirement or appreciation; Commander's Award, custom framed with medals; and performance certificates.

b. Web Page Design and Site Maintenance. Designs web pages for District Internet and Intranet. Responsible for timeliness, usability and Section 508 compliance. Also responsible for troubleshooting technical problems for District pagemasters.

c. Photography. Responsible for fulfilling the District's requirements for documentary photographic services in both traditional and digital formats shot in the field, the studio or aerially. Photographic services include but are not limited to:

(1) Emergency field photography - usually aerial, used for documenting damage surveys after a national disaster (flood, hurricane, etc.) or accidents involving either waterways (barge accidents, mud slides, levee failures) or a Corps project site.

(2) Site documentation (construction progress, accidents, etc.).

(3) Special events and ceremonies documented for historical purposes (groundbreakings, dedications, commemorative ceremonies, service awards, seminars, meetings, EEO functions).

(4) Studio photography. Examples: passports; identification photos; and portraits (for newspapers, programs, awards and military promotions).

(5) District Digital Library. An online repository of digital images available to the District. Digital library provides for the transmitting, receiving, and archiving digital images.

(7) Photograph Reference Library - Library contains documentation of construction and historically significant activities dating from the 1950's to the present and is used as a reference and research resource for the District.

(8) Special assignments. Examples: photographs for brochures and video production.

Facility Distribution Team

a. Oversees and coordinates all Facility Account Distributions/Chargebacks, to include Automation, CEEIS (CEAP), Telecommunications, Visual Information and Printing and Reproduction. Ensures correctness of data and timeliness of distribution for services rendered to District Users.

b. Serves as single point of contact for bill paying for IM (except for VISA). Coordinates receiving reports with IM offices and ensures timely submission to DFAS for payment.

c. Generates and distributes IMA cost reports to senior managers once a month or as requested.

Chief, Integration & Implementation Branch

Manages, supervises and directs activities of the Integration and Implementation Branch. Responsible for overseeing the design, development, integration and implementation of all information technology systems. Ensures feasibility studies are performed to promote utilization of automation techniques. Plans, directs and coordinates the activities of subordinate Section Chiefs in the areas of designing, testing and installing suitable office automation systems; performing system analysis; managing the District's Data Base Administration program; and integrating all IMA disciplines. Oversees the management, design, development and maintenance of all types of communications networks including Local Area Networks, microwave, VHF and HF radio, telephone systems, and all interconnecting requirements for transmission of voice and data between the various systems. Also advises in the preparation of specifications for automation and telecommunication hardware, software, and services. Oversees the Information Technology Center (ITC). Oversees the IM Help Desk, which serves as the initial point of contact for all questions in the functional Information Mission Areas of automation and communications. Other duties include but are not limited to the following:

a. Serving as the Contracting Officer's Technical Representative (COTR) for evaluation and technical administration of IT services contracts.

b. Assessing and analyzing customer's needs to determine the most appropriate automation means, if warranted, to accommodate those needs.

c. Overseeing workload, available resources and requirements in accordance with IMO priorities.

d. Overseeing installation and testing of new and upgraded software packages prior to placing online for user access. Assists other IMO personnel in the handling and resolution of operational problems.

e. Facilitating the involvement of other IM personnel in determining how best to meet the customer's needs (i.e., application development, hardware configuration, system upgrade, network implementation, etc).

Chief, Communications Section

a. Validates all requirements for communication facilities. Responsible for planning, designing, funding and implementing all voice, data, and teleconferencing communication facilities. Provides system support for such means of communication as telephone, cellular, wireless data, satellite, facsimile, private data line, and radio systems. Assesses and analyzes customers' needs to determine the most appropriate communication means, if warranted, to accommodate those needs.

b. Serves as the District Radio Communication Officer providing user with technical advice about radio frequency communications. Coordinates all District requirements for radio and microwave equipment. Prepares the Radio Communication Master plan as directed by higher authority. Reviews District PRIP submissions for radio equipment to ensure technical adequacy. Responsible for the acquisition and maintenance of all radio systems acquired for the use of the Emergency Management Division and Operations Division.

c. Receives, evaluates, and recommends approval/disapproval of all requests for modification/changes to the District telephone systems. Serves as Ordering Officer for all approved modifications/changes.

d. Maintains a cost accounting of telephone bills in accordance with AR 25-1 and Corps accounting guidelines. Performs bi-annual audits as required by AR 25-1.

e. Maintains a record of all radio frequencies authorized for use by the Mobile District. Keeps existing frequency authorizations current and applies for additional frequencies when needed.

f. Operates and manages the District's Data Communication Networks consisting of data packet switches, local area networks, multiplexers, modems, data sets, dedicated data lines, signal cables, etc.

g. Receives, evaluates, and implements changes to the District Office Data Communication Network. Coordinates the installation of data communication equipment and services with the agent responsible for such work. Develops and implements procedures for prototyping local area networks and other data communication systems.

h. Performs technical evaluation of communication hardware requirements portion of IMA plans. Serves as a consultant to review plans and specifications for facilities having data communication systems.

i. Prepares Purchase Requests for communication equipment, maintenance and supplies.

j. Operates and manages the District's file servers, print servers, and application servers. Develops technical sustainment and improvement plans based on customer requirements.

k. Responsible for the operation and fine-tuning of executive software, including the operating systems to optimize operations and cost.

l. Performs evaluations/inspections/reviews to determine the adequacy of computer systems, operating software, program design and SOP's to accomplish stated objectives. Corrects deficiencies, makes improvements to SOP's and makes recommendations to appropriate managers to improve operations.

m. Maintains essential equipment performance records to assist in identifying any weakness in overall operations.

n. Monitors the workload, available resources and requirements in accordance with IMO priorities.

o. Installs and tests new and upgraded software packages prior to placing online for user access. Assists other IMO personnel in the handling and resolution of operational problems.

p. Operates the District's Information Technology Center (ITC), which houses and secures mission-essential computer network, application server, email server, file server, and print server resources. Administers contracts for both maintenance of automation equipment located in the ITC and computer operations service.

q. Provides assistance as required to Help Desk.

r. Provides video teleconferencing services for the Mobile District.

s. Conducts periodic visits to Field Offices to provide onsite assistance and consultation, as well as providing some minimal level of computer-related training, as necessary, to field customers.

t. Establishes and maintains close liaison with Automation Section (IM-IS) and IM-P to aid in identifying and defining appropriate integrated solutions to customer requirements.

u. Plans, operates and manages data backup and recovery services for all server-based files in the District.

r. Implements public communications support such as world wide web services and telephone answering services.

s. Partners with other Corps entities such as CEEIS to ensure that Corps initiatives meet the mission requirements of the District.

t. Designs, implements and oversees video transmission systems for the District.

u. Provides for the progressive accuracy of the Mobile District Network System Security Authorization Agreement needed to meet the District's DITSCAP requirements IAW DoD 5200.1.

v. Oversees the Information Assurance and Computer Security Program as they relate to Mobile District's network and computer systems. Serves as Information Assurance Network Officer for the District in support of the Army Information Assurance Program.

Chief, Automation Section

a. Supervises the design, development and maintenance of automated data systems in accordance with Army automation life cycle requirements to include:

(1) Developing and preparing proposed technical approaches (PTA), project management plan (PMP) and statements of work (SOW).

(2) Defining the breakdown of work into tasks and subtasks and the scheduling of resources.

(3) Estimating the level of effort and the scheduling of task completions, establishing milestones, and monitoring activity and resource usage.

(4) Reporting project progress through formal and informal briefings and reports.

b. Supervises all tasks associated with the design, development, testing, integration, and implementation of automated systems to meet the needs of the District. Associated tasks include developing detailed procedures for collecting, cataloging and entering data into an automated system; processing; summarizing and distributing finished products. Conducts system tests in conjunction with users to ensure that the system produces the desired results and is ready to be placed into production. These systems include, but are not limited to word processing, electronic mail, calendar

preparation, data base management systems and electronic spreadsheet as minimal applications.

c. Establishes and maintains close liaison with functional users to aid in identifying and defining automated data system requirements and logical data base management requirements.

d. Serves as Contracting Officer's Technical Representative (COTR) to evaluate and technically administer IT services contracts when designated.

e. Performs Database Administration functions. Maintains a Data Elements Dictionary, cross-referenced to corporate databases and systems. Reviews the creation of all new databases to minimize data redundancy.

f. In coordination with users and other IM offices researches and develops potential new information technologies. Develops and implements procedures for prototyping technology such as graphics, pen-based computing, and voice activated data entry.

g. Performs technical evaluation of the automation hardware and software requirements portion of IMA plans.

h. Obtains, administers and monitors all computer systems analysis and programming services contracts. Provides tasking to contractors, reviews work performed and perform post-implementation reviews.

i. Responsible for the execution of the District's computational and automation workload and for the installation, maintenance and utilization of the District's available computer systems.

j. Provides technical and policy IT/IM support to the Real Estate National Center (RESNC), ENGLINK, and DTOS programs.

k. Provides technical lead for development, maintenance and deployment of the Automated Training Management Program (ATMP).

l. Responsible for maintaining DITSCAP documentation on locally developed AIS's.

m. Develops and maintains AIS development standard processes and tools to ensure new AIS's comply with Corps Enterprise Architecture and District operating environment.

n. Establishes and maintains close liaison with Communications Section (IM-IC) and IM-P to aid in identifying and defining appropriate integrated solutions for customer requirements.

o. In coordination with IM-IC, ensures IAVA compliance of client systems and AIS components.

p. In coordination with IM-IC and IM-P responsible for establishing and implementing standard desktop configurations to both ensure adequate information assurance levels and minimize support costs.

q. Provides many other customer services which include but are not limited to the following:

(1) Conducting periodic visits to Field Offices to provide onsite assistance and consultation, as well as providing some minimal level of computer-related training, as necessary, to field customers.

(2) Assisting customers in developing small, limited applications using EXCEL, ACCESS or other standard software packages when practical and necessary.

(3) Assessing and analyzing customer needs to determine the most appropriate automation solutions, if any, to accommodate those needs.

r. Provides assistance as required to Help Desk.

Help Desk

Serves as the initial point of contact for all questions in the functional Information Mission Areas of automation and communications. To include but not limited to the following:

a. Assessing and analyzing customer needs to determine the most appropriate automation means, if warranted, to accommodate those needs.

b. Providing immediate on-call assistance in response to customer questions and difficulties encountered, as well as providing consultation by appointment for requests of less immediate concern. Assigns taskings for response as appropriate utilizing resources within the branch.

c. Developing and maintaining a viable District computer training program and computer training room for standard software and hardware instruction.

d. Maintaining a library of computer software, as well as video and computer-based training media, for investigation and use by all District customers.

e. Maintaining an inventory of “loaner” notebook PC’s, monitors and other peripheral devices for temporary use by District customers or for use at District-hosted meetings.

f. Performing installation and testing of new and upgraded software packages. Assisting other IM personnel in the handling and resolution of operational problems.

Sad Site Support Section

(Administrative and operational support only – assigned personnel are under the command and control of the SAD Commander)

1. Supports the South Atlantic Division's Information Mission Area (IMA) responsibilities as set forth by AR 25-1 and other related regulations, bulletins, pamphlets and publications. IMA encompasses communications (voice, data and radio), automation (including office automation), audiovisual information, libraries, records management, publications and printing and supporting personnel, equipment, services and facilities.

2. Supports the Information Management mission by performing assigned responsibilities and reporting IMA activities as required through the Office of Information Management (CESAM-IM).

3. The SAD Director of Information Management (D/IM) and the Chief of Information Management (C/IM) (CESAM-IM) are the points of contact on all matters pertaining to IMA. The Chief, SAD Site Support Section (SAM-IM-IA), advises the Division Commander, District Commanders and Division/District staffs on all matters relating to Information Management and all pertinent problems. Maintains liaison with other Federal and State agencies and industry.

4. Ensures that the life cycle of information, to include collection, processing, storage and disposal, is effectively managed and integrated for the Division.

5. Develops integrated and responsive Information Management architecture in order to maximize the effectiveness of automation, improve productivity and minimize redundant data collection and processing throughout the Division.

6. Responsible for the formulation of plans, policies and procedures within the framework of general policies by higher authority, for guidance of information management activities.

7. Ensures that information is treated as a valuable resource and revises SAD's Information Management Architecture as necessary.

8. Responsible for technical guidance and requirements within SAD for the following IMA functions: Automation (to include office automation); Telecommunications; Visual Information; Records Management; Printing and Publications; and Libraries.

9. Responsible for the implementation of information assurance IAW AR 25-2.

Savannah District, CESAS

INFORMATION MANAGEMENT OFFICE

MISSION. Manages the Savannah District's Information Technology (IT) responsibilities in accordance with the Clinger-Cohen Act and as set forth by AR 25-1 and other related laws and regulations. Provides technical guidance and satisfies requirements for the following Information Mission Areas: communications, automation, visual information, library, records management, publications and printing and its supporting personnel, equipment, services, and facilities. Advises the District Commander and the District staff on all matters relating to Information Technology and all related issues.

FUNCTIONS.

Office of the Chief.

1. Supports the Chief Information Officer/G-6, United States Army mission by performing assigned responsibilities and reporting IMA activities as required to the Directorate of Corporate Information, USACE.
2. Implements the Army Information Systems Security Program IAWAR 380-19.
3. Manages IT Capital Planning in accordance with Clinger-Cohen Act.
4. Approves the Information Management Office's budget requests. Manages the execution of IM travel, training, manpower allocations and performance appraisals.
5. Develops and manages the execution of IT budgets for automation, telecommunications, printing facilities accounts, and the Information Management Office. Develops, justifies and manages IT Plant Replacement and Improvement Program (PRIP).

Information Planning and Management Branch.

1. Administers equipment service contracts.
2. Prepares / tracks financial documentation for blanket purchase agreements and IDIQ contracts relating to the purchase and maintenance of networks, automation hardware, software and software systems development, and other end-user equipment
3. Coordinates repair/service contracts on District computer equipment as appropriate.
4. Manages IT projects. Ensures that the life cycle management of information requirements is met.

5. Implements IT Capital Planning in accordance with Clinger-Cohen Act.
6. Conducts business process reengineering studies related to Information Systems in accordance with the Clinger-Cohen Act.
7. Prepares Life Cycle Management documentation, and as required cost/benefit studies, in planning for the development or acquisition of IT resources. Develops necessary plans and priorities to meet these requirements.
8. Prepares justification and acquisition request for IT items. Prepares new hardware/software requirements studies and automation equipment feasibility studies. Ensures compatibility of District-wide information systems and applications.
9. Recommends District-wide IT goals, objectives, policies, and priorities in coordination with the Executive Information Steering Committee (EISC).
10. Develops the CESAS Information Management Master Plan for all IT functions. Manages the execution of the District Information Management Master Plan.
11. Records all IT assets into the Information Technology Investment Portfolio System (ITIPS), and insures that spending for IT does not exceed approved (or budgeted) amounts.
12. Develops and monitors IT policies and procedures for IM missions including office automation, data processing, printing and communications, and data administration.
13. Conducts studies as necessary to determine adequacy of proposed or requested IT systems. Analyzes proposed systems for appropriate scalability for predicted life cycle.
14. Assists users in improving their productivity in the operation and utilization of the available IT resources.
15. Develops District IT training programs, designs course contents, and coordinates with CPOC as necessary.
16. Manages the Automation Security Program. Approves and implements IT security policy, and coordinates with the District Security Officer.
17. Provides operational advice to the Information Management Officer in the area of computer security.
18. Manages technical information and legal library which selects, acquires, organizes, and retrieves material in support of technical and scientific information needs. Prepares bibliographies, literature searches, and abstracts as part of the service.

19. Maintains inventory of software licenses.
20. Manages all mailing operations and printing needs for the Savannah District. Evaluates, recommends, and implements cost-effective procedures and policies for mail and printing processing. Ensures proper execution of the Official Mail Cost Control Program and the Mail Management System. Coordinates all printing work for the Defense Automated Printing Services (DAPS).
21. Manages the District's copier machine program and reports utilization.
22. Provides operational advice to the Information Management Officer and formulates policies and procedures in the areas of automation equipment, records management program, publications management program, forms management program, mail management program, Freedom of Information Act program, and printing and publishing program.
23. Manages, coordinates, and provides direction in the development of the District's historical program.
24. Conducts utilization surveys and inspections of records, publications, forms, and automation equipment (microfilm, microfiche, micro-graphics, and copiers) under the purview of Records Management. Recommends to operating officials changes in operation and policies to attain the greatest efficiency and use of records office automation equipment.
25. Implements and monitors District policy and procedures for records management, quality control of correspondence, and files management in the District (including field offices), and provides training in these areas throughout the District.
26. Administers compliance with the Freedom of Information Act with the assistance of Office of Counsel.
27. Manages and maintains the District's Classified and Unclassified Message and Document Control Center including electronic equipment through the AUTODIN Communication Network and defense messaging service.

Information Integration and Implementation Branch.

1. Maintains IT hardware and software standards including desktop automation, and personal digital assistance.
2. Supports the District's IM customers (users) in areas such as utilization of desktop systems, data communications, office automation equipment, and associated hardware and software, including the administration of the customer service helpdesk.

3. Conducts IT training programs as necessary.
4. Analyzes, tests, and evaluates all end-user computer and data communications software/hardware of potential use to the District; makes sure this software/hardware requested in the Information Management Plan meets District standards. Provides input into the information resource budget in terms of end-user equipment costs.
5. Maintains all end-user IT equipment in the District.
6. Ensures compatibility and integration of the District's information systems and applications.
7. Design and maintenance databases for hosts operated within the district or its field offices.
8. Designs, develops, and implements communications systems.
9. Manages communication facilities and systems to include voice, data, and UHF/VHF radio systems.
10. Operates and maintains a video teleconference facility.
11. Develops technical scopes of work
12. Provides IM support to the District's field offices, including, but not limited to telecommunications, networking, and PC installation/configuration.
13. Maintains the District's Master Communications Electronics Plan.
14. Implements Defense Information Technology Security and Accreditation Plan (DITSCAP).
15. Provides security and accountability for the District's networks, by managing user-id and passwords.
16. Provides technical specifications and oversight on contracts dealing with networks, personal computer hardware, software and software systems development, and other end-user equipment
17. Develops information plans within the realm of local area networks (LAN) and stand-alone systems.
18. Operates troubleshoots and maintains the District-wide LAN.

19. Provides technical expertise to District functional elements on the functions and uses of networked District standard software systems and assists these elements in the development and implementation of networked application systems within their areas.
20. Provides the District access to other Corps offices, other agencies, in-house and contract computer systems via the Corps-wide area network (WAN).
21. Manages IT systems. Ensures that such systems are well integrated with Army and Corps common enterprise architecture.
22. Manages the District's electronic mail systems.
23. Operates and maintains District, Corps-wide and Standard Army Information Systems (STAMIS), including operating systems and data base management systems.
24. Designs and tests IT systems. Oversees automated data system design and development.
25. Administers the District Electronic Mail System (E-Mail).
26. Operates and maintains the District's computer center, providing data switching, tape libraries, operating schedules, operating systems software, communications software and input/output control.
27. Acts as government liaison (COTR) with contractors who support the Helpdesk, network, and application development functions.
28. Administers Secure Telephone Equipment (STE).
29. Manages COMSEC account and/or COMSEC material.

Wilmington District CESAW-IM

INFORMATION MANAGEMENT OFFICE

MISSION. Supports the Wilmington District's Information Mission responsibilities as set forth by AR 25-1, AR 25-2, AR 25-5, and other related regulations, bulletins, pamphlets and publications.

FUNCTIONS. IMO encompasses the following disciplines:

Office of the Chief.

- a. Telecommunications.
 - b. Automation, Systems & Software, Help Desk Assistance
 - c. Visual Information.
 - d. Records Management and Mailroom.
 - e. Printing and Publications.
 - f. Technical Library
1. Serves as the Chief Information Officer for the Wilmington District. Responsible for the management of information as a resource, the technology supporting information requirements, and the resources supporting information technology.
 2. Responsible for strategic planning, business process analysis and improvements, assessment of information technology, performance measurement, Information Technology (IT) acquisition and training. Ensures compliance with Public Law 104-106, Clinger-Cohen Act of 1996 (CCA - linking IT investments to agency accomplishments) and the Information Technology Investment Portfolio System (ITIPS).
 3. Serves as District Information Assurance Manager (IAM) for matters pertaining to the DoD Information Technology Security Certification and Accreditation Process (DITSCAP). Supervises overall automation system security and security of telecommunications systems in accordance with AR 25-2, coordinating with the Information Assurance Program Manager (IAPM). Advises the Designated Approving Authority (DAA or Accreditor) for DITSCAP DODI 5200.40. Assigns the following Information Assurance positions within the office: Information Assurance Network Manager (IANM), Information Security Officer (IASO), System Administrators / Network Administrators (SA/NA). Additional duties as IAM include:

- a. Develop, maintain, implement, and enforce a formal IA security and training program.
 - b. Implement IAVM dissemination, reporting, compliance, and verification procedures.
 - c. Report security violations and incidents to the servicing RCERT in accordance with Section VIII, Incident and Intrusion Reporting in accordance with AR 25-2.
 - d. Ensure implementation of periodic security inspections, assessments, tests, and reviews, necessary to gain re-accreditation every three (3) years in accordance with DITSCAP.
 - e. Manage IASOs, as required, to establish the scope of responsibilities and the technical and security training requirements.
 - f. Maintain training and certification records for IA personnel and user IA awareness training.
 - g. Serve as a member of an applicable Computer Configuration Board (CCB), where one exists.
 - h. Verify that IA personnel are maintaining and auditing access and log data.
 - d. Ensures that the life cycle of information, to include collection, processing, storage and disposal, is effectively managed and integrated while maintaining the accredited security posture for the District's IT systems for easier re-accreditation.
4. Establishes controls for ensuring the efficient utilization of personnel, equipment, time and monies for the IMO.
 5. Ensures District IT acquisitions are conducted consistent with DOD and Army life-cycle management concepts as outlined in DOD Directive 5000.1 and AR 70-1, and prepares or assists in preparation of all life-cycle management of information (LCMIS) documentation.
 6. Formulates District plans, policies and procedures, within the framework of Best Business Practices by higher authority as guidance. Prepares, maintains, and monitors execution of the District's Information Management Master Plan. Accomplishes and maintains district long and short-range planning for IMO functions and assures new IT processes and systems conform to DoD Information Technology Security Certification and Accreditation Process (DITSCAP) for re-accreditation as they are implemented.

7. Responsible for the development of the District's IMA Modernization Plan (IMP) and the Information Technology Investment Portfolio (ITIPS) procedures. Monitors acquisition and return-on-investment of IT resources by the District.
8. Prepares and submits operating budgets for IMO resources. Manages the expenditure of funds within approved budget.
9. Exercises staff supervision over District data administration to include formulation of data policy; development and maintenance of data standards and procedures; monitoring and enforcing data policies, standards and procedures, and creation and maintenance of the data architectures.
10. Ensures alternatives to capital assets have been considered prior to planning to acquire new IT resources. Ensures those identified during this process as being mission essential to the District in its operations and is compliant with the Clinger-Cohen Act of 1996 and the Information Technology Investment Portfolio System (ITIPS).
11. Serves as the Career Program Manager for all IMO functions.
12. Ensures employees working with credit card acquisitions have delegation of procurement authority as assigned by the Agency Program Coordinator (APC).

Information, Integration and Implementation Branch.

1. Manages, supervises and directs activities of the Integration and Implementation Branch. Responsible for overseeing the design, development, integration and implementation of all information technology systems. Ensures feasibility studies are performed to promote utilization of automation techniques. Plans, directs and coordinates the activities of subordinate Section Chiefs in the areas of designing, testing and installing suitable office automation systems; performing system analysis; and integrating all IMA disciplines. Oversees the management, design, development and maintenance of all types of communications networks including Local Area Networks, VHF and HF radio, telephone systems, and all interconnecting requirements for transmission of voice and data between the various systems. Also advises in the preparation of specifications for automation and telecommunication hardware, software, and services.
2. Coordinates with District functional elements to ascertain and validate IM requirements, associated costs, and required installation dates and develops necessary plans to meet these requirements. Coordinates acquisition approval for IM hardware and software system requirements to ensure efficient life cycle utilization. Ensures compatibility of the information systems, applications, and communications systems with the DITSCAP accredited level for the District.

3. Manages the design, development, implementation, integration, and augmentation of all types of communications and automated data systems. Ensures compatibility and integration of District information systems and applications, including off-the-shelf software.
4. Researches and develops potential new information technologies for exploration. Develops and implements procedures for systems prototyping, to include graphics, local area networks, voice activated data entry, and other developing computer and communications technologies.
5. Supervises the preparation of specifications for all IM hardware, software, and/or services whenever needed. Acts as a consultant to review design/construction specifications for facilities having a high-tech component. Monitors Federal Information Process (FIP) acquisitions.

Telecommunications Section.

1. Manages district secure and non-secure communication resources related to the transmission of video, voice, and data for normal, natural disaster, and national emergency operations via telephone, cellular, satellite, radio, and radio/wire integration from and to base and mobile stations, including vessels and inter and intra district communication and District communication to other organizations inside and outside USACE.
2. Maintains and provides all types of electrical communications and the state of the art technology throughout the District, including mobile (to include floating plant), base (to include stream and tide gages), aerial units, and communications equipment related to automation, word processing, printing, and all peripherals in support of office automation.
3. Provides technical assistance in joint efforts with other Government agencies in the development of a district-wide communications system to include requesting contracts and executing contracting officer's representative (COR) duties to accomplish proper path and site studies, and a proposal for the equipment to institute the system.
4. Coordinates the securing and maintenance of Corps-owned repeater towers, tower space rented from commercial interests, and space acquired from other agencies for communications.
5. Provides technical assistance and advice in the development utilization of state of the art equipment, such as electronic transportable communications centers, electronic blackboards and video teleconferencing (VTC), including graphics and letter displays.

6. Monitors and updates the following items in support of the District's communications network, survey systems, offshore tide gage equipment, and all other electronic and electrical equipment.

a. Cellular and broadband service contracts to provide the most cost effective coverage throughout the District for cellphones, PED (Personal Electronic Devices) and VPN (Virtual Private Networks).

b. GSA FTS voice and data communications to District Office and field sites.

c. Annual property inventory including mobile and portable transceivers and all accountable electronic/electrical equipment.

d. Frequency allocation requests.

f. Engineer Yard specifications including maintenance and new installations for marine electronic and electrical equipment.

g. Security plans and reports.

7. Receives, reviews, orders and recommends approval/disapproval to Branch Chief on all requests for changes in the District telephone systems.

8. Prepares various budget information and utilization statistics for the telecommunications Section. Performs financial management functions for the three communications facility accounts.

9. Serves as the District Radio Communication Officer providing user with technical advice about radio communications. Coordinates all District requirements for radio equipment. Reviews District Plant Replacement and Improvement Program (PRIP) submissions for radio equipment to ensure technical adequacy. Responsible for the acquisition and maintenance of all radio systems acquired for the use of the Emergency Management Division and Operations Division.

10. Maintains a record of telephone bills for the District Office, including CBX, long distance (FTS), Toll Free, and dedicated circuit. Records pertinent data from cellular phone bills; provides copies for supervisors to sign accepting or not accepting calls as official; completes receiving reports; and forwards invoices to the Finance Center for payment.

11. Maintains a record of all radio frequencies authorized for use by the Wilmington and Charleston Districts. Keeps existing frequency authorizations current and applies for additional frequencies when needed.

12. Operates and manages the District's Data Communication Network consisting of data packet switches, local area networks, multiplexers, modems, data sets, dedicated data lines, signal cables, etc.

13. Receives, evaluates, and implements changes to the District Office Data Communication Network. Coordinates the installation of data communication equipment and services with the agent responsible for such work. Develops and implements procedures for prototyping local area networks and other data communication systems.

14. Performs technical evaluation of communication hardware requirements portion of IMA plans. Serves as a consultant to review plans and specifications for facilities having data communication systems.

15. Monitors the workload, available resources and requirements in accordance with IMO priorities.

16. Provides video teleconferencing (VTC) service for the Wilmington District. Serves as the Corps Liaison with AT&T, Sprint, MCI and other non-governmental offices on matters relative to VTC operation.

17. Performs communication security (COMSEC) custodian duties for the District.

a. Receives, safeguards, and accounts for all COMSEC materials and equipment handled within the District. Ensures that CRYPTO key changes are performed IAW with controlling authorities directives.

b. Inspects and assures proper installation of all COMSEC assets. Ensures that all equipment and COMSEC aids are properly utilized and employees trained before hand-receipting equipment and materials. Coordinate preventative and/or required COMSEC maintenance to ensure continuity of services.

18. Operates and manages the District DMS and RASP messaging systems Monday through Friday and as required during actual emergencies or when directed by the District Engineer.

19. Maintains District Office and Project Office phone directories.

Systems and Software Section.

1. Designs, develops, and implements automated systems and programs using both in-house and contractual facilities to provide a full range of office automation facilities for the District.

2. Coordinates the development and preparation of automated procedures, data input procedures, formatting of printed output, magnetic tape/disk record formats, block diagrams of overall system, and the development of computer programs for producing the desired output. Conducts system tests to assure the programs developed are thoroughly debugged and ready to be placed in production. Ensures that automated systems are compatible with Corps-wide systems. Maintains a record of computer programs in progress and completed programs.
3. Provides District functional elements technical expertise on all automated data system design and development and assists these elements in the development and implementation of computer programs written for host systems, minicomputers and/or microcomputers. Provides advice, guidance, and assistance to automation users in the use of databases and query languages.
4. Provides technical expertise in contracting automated data system design and development. Provides technical guidance to Contracting Officer Representatives and Contracting Officer Technical Representatives during their automated data system contractual functions.
5. Performs technical evaluation of information plans including hardware and software requirements.
6. Provides and supervises the database administration /database management system (DBMS) to include providing input to the Data Administrator for the formulation of data policy; securing access by establishing control policies; loading or having loaded the database; and coordinating the design and development of systems that will interface with assigned subsystems. Wherever possible, uses standard database designs and data dictionaries. Reviews all existing databases and reports on all duplicate data elements to Chief, IMO with a recommendation for corrective action.
7. Develops and applies protective measures to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of communications. Applies physical security measures to communications security information or materials.
8. Prepares budget and statistical utilization information for Chief, CESAW-IM-I.
9. Serves as Contracting Officer's Technical Representative (COTR) to evaluate and technically administer automation contracts when designated.
10. In coordination with users and other IM offices researches and develops potential new information technologies. Develops and implements procedures for prototyping technology such as graphics, pen-based computing, and voice activated data entry.

11. Obtains, administers and monitors all computer systems analysis and programming services contracts. Provides tasking to contractors, reviews work performed and perform post-implementation reviews.
12. Prepares specifications for, and oversees execution of, the District maintenance contract for microcomputers, printers, monitors, tape backups, plotters, scanners and other peripheral computer equipment.
13. Assisting customers in developing small applications using EXCEL, ACCESS, or other standard software packages when practical, necessary, and not requiring a long-term involved commitment of time and/or resources.
14. Assessing and analyzing customers' needs to determine the most appropriate automation means, if warranted, to accommodate those needs.

Support Services Branch.

1. Serves as an Information Management Officer. Plans, directs, coordinates, controls, and supervises information management functions including: automation (including office automation; life-cycle management of Information Mission Area hardware and software assets; master planning and data management; business process improvement; data and systems security; Help Desk operation; maintenance and repair; systems planning, development, deployment, support and training), audio visual information (to include typesetting, artwork, computer graphics and still and video photography), technical library (to include cataloguing, ordering, and automated search and retrieval services), records management (to include correspondence, forms and publication management; management information control; records holding center; and archival activities and the life cycle of records; and electronic records/document management.)
2. Develops and implements policy, procedures, and guidance for protecting and defending automated information systems (AIS) by ensuring their availability, integrity, confidentiality, and non-repudiation.
3. Responsible for validation of appropriate controls in AIS governing hardware, software, procedural, communication, network, firmware, and personnel to create an effective Information Assurance Program in accordance with applicable HQUSACE guidance, Army Regulations, and DOD Directives.
4. Responsible for the implementation of AR 25-2 (Information Assurance) and other Federal laws by using the Information Assurance (IAM) Manager's assigned IANM, IASO, NA/SA roles within the branch. These roles perform, but are not limited to the following duties:
 - a. Implement the IA program to ensure the Information System (IS) is operational and secure.

b. Document, maintain, and conduct periodic reviews of the network architecture for vulnerability assessments.

c. Prepare, disseminate, and maintain plans, instructions, and standing operating procedures (SOPs) concerning network security.

d. Review and evaluate the effects on security of changes to the network, including interfaces with other networks.

e. Ensure all users meet the requisite favorable security investigations, clearances, authorization, need-to-know, and security responsibilities before granting access to the IS.

f. Ensure personnel receive system-specific and annual IA awareness training.

5. Responsible for the execution of the District's computational, data processing and office automation workload and for the development, installation, maintenance and utilization of the District's available computer system(s) and facilities. Maintains appropriate registers, logs and other data for security audit trail purposes.

6. Establishes policies and procedures for monitoring the handling of sensitive data and printouts in compliance with the Privacy Act and Freedom of Information requirements.

7. Develops, monitors and assures compliance with IMO's Continuity of Operations Plan (COOP).

8. Reviews all plans for facility renovations, design of new facilities and requirements for additional space within the facility.

9. Oversees the execution of the ISS (Information System Security) Training and Awareness Program.

Automation (Help Desk) Unit.

1. Serves as the initial point of contact for all questions in the functional Information Mission Areas. To include but not limited to the following:

a. Assessing and analyzing customers' needs to determine the most appropriate automation means, if warranted, to accommodate those needs.

b. Provides immediate on-call assistance in response to customer questions and difficulties encountered, as well as providing consultation by appointment for requests of less immediate concern. Assigns tasks for response as appropriate utilizing resources

within the branch, section and office, tapping in on whatever resource they need for final resolution.

c. Provides assistance necessary for all users to improve their productivity in the operation and use of available IM equipment and software, including the operation of microcomputer equipment and software. Provides on-call assistance for supported microcomputer hardware and software.

d. Develops District IM training program, designs course contents, and coordinates with training office to provide the training resources. May conduct training through use of in house personnel or by means of contracts with vendors. Evaluates training material (video cassettes, audio cassettes, floppy disks, cd-rom and websites) relating to using microcomputer hardware/software.

e. Provides Field Offices onsite assistance and consultation, as well as providing some minimal level of computer-related training, as necessary.

f. Performs installation and testing of new and upgraded software packages. Assists other IMO personnel in the handling and resolution of operational problems.

g. Responds to Information Assurance Vulnerability Alerts (IAVA) to protect systems against trojans, worms, and viruses on short notice as disseminated by the Army Computer Emergency Response Team (ACERT, 1996). Reports security incidents and technical vulnerabilities to higher headquarters as prescribed by applicable Army Regulations.

h. Follows established Best Business Practices (BBP) in the virus protection of computers, issuing of dial-in remote access, VPN access, password issuance and temporary equipment loans.

i. Develops, operates and maintains a quality assurance program to determine the degree of customer satisfaction achieved by the IMO in providing the IM services to the District. Maintains records and statistics on the number of calls/visits received by IMO, amount of time required to correct situation, and the costs associated with the solution. Develops recommended course of action for review by Chief, IMO of repeat situations.

j. Prepares budget and statistical utilization usage for the Information Support Services Branch.

k. Responsible for systems design, programming and implementation of operating systems software. Performs inspections to determine adequacy of computer system and operating system program design, corrects deficiencies due to faulty design, improves design of future systems and observes maintenance and operation procedures with a view toward recommending changes to conform to design assumptions.

l. Manages software and data communications operations to include computer systems, tape and software library (including backup tape storage), scheduling, input/output control, executive software, and telecommunications.

m. Prepares automation equipment system requirements/proposals for initial acquisition, replacement or augmentation of equipment.

Technical Library

1. Provide mission related library research and information services to the District.
Services include:

a. Information Search and Retrieval. Provides ready reference and in-depth research services to address the customer's information needs. Searches include searching a variety of global databases such as DIALOG, Defense Technical Information Center (DTIC), Online Computer Library Consortium (OCLC), Defense Acquisition Deskbook (DAD), the Internet, and others.

b. Current Awareness. Keeps customers (current and potential) aware of new literature and techniques related to District's mission by developing tools to promote the information services and products provided by the Library.

c. Document Delivery. Delivers the physical or electronic document to the user, from the Library collection or from external sources using interlibrary loans and reprints to meet information requirements.

d. Collection Development and Management. Analyses the customer's needs, develops policies selects and acquires library materials, which support the mission-related, educational and informational needs of the District.

e. Responsible for the physical and bibliographic control of the collection to include circulation, shelving, and cataloging. Other collection management services include: Purge and remove outdated and damaged material from the collection; Maintain an electronic collection of Department of Army and Corps of Engineers regulations; and Manages Information Handling Services CD-ROM Library for the Construction and Engineering Divisions.

Mailroom Unit

1. Performs the duties of Official Mail Control Officer for the District.

a. Provides information and guidance to Army employees, review local mailings, establish and maintain coordination with field offices when purchasing and contracting postal equipment, and maintains liaison with United States Postal Service and other

Army Postal Officials. Reports postage use and cost to higher headquarters as required by governing regulations.

b. Responsible for incoming mail. Determines if control is needed. Maintains suspense files and follows up on overdue correspondence.

c. Records checks, money orders, and cash received through the mail that is insufficiently addressed and prepares Remittance Register.

d. Processes all outgoing mail. Determines the correct class/category of postage to meet delivery requirements at the least cost to the Corps of Engineers. Numbers and records Registered and Certified mail. Makes distribution of local publications.

Printing & Publications Unit

1. Coordinates the District's printing requirements with the Document Automation and Production Service (DAPS) representative. These services include all facets of printing materials from prescribed mailing list, i.e., engineering plans and specifications, succeeding amendments, procurement solicitations, advance notices of invitations for bids, invitation for bids, navigational bulletins and notices, news releases, and other forms of publications issued by the Wilmington District.

2. Acts as the final review authority for work requested, ensuring that all work is in compliance with the Joint Committee on Printing directives and guidelines.

3. Assists customers in preparing justifications for printing of those documents deemed functional and required for mission enhancement but not considered ordinary printing requirements.

4. Prepares statement of work (specifications) for all contractual services on outside reproduction requirements.

5. Provides planning guidance for preparing estimates and controlling printing funds while maintaining record of equipment usage.

6. Reviews cost analysis on various types of copying equipment requested by district and field offices based on anticipated usage and supply consumption rates. Use this data when determining approval or disapproval on equipment requested.

7. Determines jobs to be run, scheduling, and quality control for the District's centralized high speed color laser printers. Provides written justification for copiers.

8. Maintains cost and production data on all printing procured from the Defense Printing Service. Charge back customers for products and services received.

9. Prepares printing and reproduction reports for higher headquarters review IAW regulations.

Visual Information Unit

1. Provides audio and visual information services to the Wilmington District and other government agencies.

2. Graphic Arts. Responsible for delivering appropriate design solutions and products for a variety of communication requirements for the District within a specified timeframe and budget. Provides technical advise, project coordination and consultation services to District personnel, assisting them with content organization, materials preparation, file formatting and other problems which arise during the preparation of presentations, brochures, etc. Graphic services include but not limited to:

a. Presentations (includes digital on-screen presentations, 35mm slides, overhead transparencies and handout materials). Examples: Command briefings; Budget briefings; Commander's visitor packages materials; Project status briefings; and Proposals.

b. Exhibits and displays (includes panel design, space planning, transportation and setup considerations, large map and poster production, creation of special 3-dimensional items) Examples: Public Meetings; Commemorative events; and Public relations events.

c. Printed material (includes design and layout, illustration, editing and proofing printer plates) Examples: Full color brochures; Programs (Change-of-Command ceremonies); Campground and recreation area pamphlets, handouts, regulations; Project maps details specific site information such as wetland mitigation; Report covers; Public safety items such as illustrated children's books, flyers, safe boating pamphlets.

d. Illustration and design. Examples: Logos; Original paintings, watercolors, airbrush; architectural renderings; and Caricatures.

e. Awards. (includes customer design, printing and framing) Examples: Plaques, retirement or appreciation; Commander's Award, custom framed with medals; and Performance certificates.

3. Photography. Responsible for fulfilling the District's requirements for documentary photographic services in both traditional and digital formats shot in the field, the studio or aerially. Photographic services include but not limited to:

a. Emergency field photography - usually aerial, used for documenting damage surveys after a national disaster (flood, hurricane, etc.) or accidents involving either waterways (barge accidents, mud slides, levee failures) or a Corps project site.

- b. Site documentation (construction progress, accidents, etc.).
 - c. Special events and ceremonies documented for historical purposes (groundbreakings, dedications, commemorative ceremonies, service awards, seminars, meetings, EEO functions).
4. Studio photography. Examples: Passports; Identification photos; and Portraits (for newspapers, programs, awards and military promotions).
 5. District Digital Library. Maintains an online repository of digital images available to the District. Digital library provides for the transmitting, receiving, and archiving digital images.
 6. Photograph Reference Library - Library contains photograph documentation of construction and historically significant activities dating from the 1950's to the present and is used as a reference and research resource for the District.
 7. Special assignments. Examples: Photographs for brochures and Video production.

Records Management Unit

1. Responsible for the management of all programs within the records management discipline. These include records, correspondence, micrographics, forms, publications, Privacy Act, filing equipment and facsimiles, reports control, mail and message distribution, and classified document control.
2. Performs staff assistance visits to all District headquarters and field offices to assure that management techniques are being implemented to meet the standards established by AR 25-400-2 (April 2003), Army Records Information Management Systems (ARIMS). Applies document life-cycle management practices in the creation, maintenance, transfer, and retirement or disposal of records. Instructs new records coordinators. Verifies accuracy of office's records classification as applicable to the organizational function. Writes reports of discrepancies, supplies corrective action, and performs follow-up when records management is considered marginal.
3. Acts as COR on the District's Storage and Retrieval Contract, which maintains the Records Holding Area (RHA). Retires inactive records to the RHA and Federal Records Center (FRC). Conducts searches for records, and retrieves records on request from RHA or FRC.
4. Serves as Project Manager for the District's Electronic Document Management System (EDMS) program. Capturing documents at the beginning phase of their life-cycles and displaying, routing, storing, retrieving, and disseminating through the end

phase of their life cycle within an Oracle database. Provides support to managers and technical elements in implementing EDMS technology.

5. Provides support to managers and technical elements by obtaining official records, drawings, and publications from agencies outside Wilmington District.
6. Make recommendations concerning the use and selection of filing equipment, micrographics equipment, and facsimiles. Approves final selection.
7. Prepares statement of work (specifications) for all contractual services and monitors contracts.
8. Exercises final technical responsibility for the District's Forms and Publication Program. Initiate the distribution requirement of all publications and forms used within the District. Consolidate requirements, orders publications, and distributes upon receipt. Maintain a library of all publications used within the District. Approves final format of the District forms and publications.
9. Serves as final review authority for all form letters and publications originated with the District.
10. Ensures that sufficient quantities of paper forms are maintained to satisfy District's requirements while purging those no longer necessary as determined by the responsible proponent. Reviews all forms used within District for possible automation. Implements, operates, maintains and controls all electronic forms for the Wilmington District.
11. Coordinates the consolidated procurement of various field offices passes to ensure sufficient quantities are received and maintained for projected annual usage.
12. Supervises internal mail and message services. Handles and distributes incoming and outgoing mail and operates a records holding area.
13. District Historical Program. Coordinates program and maintains the installation historical files and submits the annual historical report to the OCE Historical Division.
14. Ensures that mission-essential records are available when needed, that they are in usable format, and are created, maintained, used, and disposed of at the least possible cost.
15. Preserves records needed to protect the rights and interests of the District and those that are of permanent value. Particularly those records related to matters involved in administrative or legal proceedings until the staff judge advocate or legal advisor authorizes resumption of normal disposition.

16. Ensures that all electronic records are accompanied by documentation sufficient to ensure that the information is accessible and usable. Minimum documentation consists of identifying the software programs and operating systems used to create the documents to the extent that technical specifications, file arrangement, contents, coding, and disposition requirements of the files can be determined.

South Pacific Division, CESP

INFORMATION MANAGEMENT OFFICE

Business Management Division

MISSION: Lead regional strategic planning to leverage and develop region's resources to foster business relationships and develop new opportunities. Create and strengthen coalitions and relationships to enhance the Regional Business Center. This division will be responsible for the development, deployment, change management and quality assurance of the regions business processes. The BMD will manage and lead the Regional Management Board, Command Council and other boards to provide recommendations to senior leadership. The division will measure regions performance, analyze and coordinate with other directorates to identify continual improvement opportunities for the region. The BMD will lead regional integration and planning and facilitate the establishment of regional operations including Information Management, Logistics Management, and Contracting with lead advisors accordingly to the Commander

FUNCTIONS:

Office of the Chief.

1. Lead strategic analysis of strengths, weakness, opportunity and threats
2. Lead Campaign plans
3. Lead regional gatekeeper activity
4. Lead Regional Standardization efforts
5. Lead regional PMBP/P2 efforts
6. Lead and monitor workload-sharing metrics
7. Lead business development support
8. Lead development of quality metrics for Business Processes

IT Functions:

1. Lead IM/IT process improvements
2. Lead regional Information Management functions
3. Lead regional IM/IT strategic capital planning

4. Lead – regional IT Career Program Management
5. Lead regional Information Assurance Network Management program
6. Lead oversight of regional Information Technology Management program
7. Support Technology Transfer
8. Support and promote process changes to facilitate cultural change
9. Support regional USACE contingency operations
10. Promote Information technology

Albuquerque District, CESP

INFORMATION MANAGEMENT OFFICE

MISSION. Supports the Albuquerque District's (AD) Information Management/Information Technology (IM/IT) responsibilities as set forth in AR 25-1, Army Information Management, AR 25-2, Information Assurance, and other related regulations, bulletins, pamphlets, and publications.

FUNCTIONS. IM/IT encompasses communications (voice and data), automation (including office automation (OA), audio visual information (VI), libraries, records management, publications, and printing.

Office of the Chief.

1. Supports the U.S. Army mission by performing assigned responsibilities and reporting IM/IT activities as required through CESP-IM.
2. The Chief, Information Management Office (CIM) is the point of contact (POC) on all matters pertaining to IM/IT and is the principal staff member for the administration of IM/IT in the AD. The CIM advises the District Commander and District staff on all IM/IT matters and problems. Maintains liaison with SPD DIM.
3. Recommends District level IM/IT goals, objectives, and priorities.
4. Responsible for the formulation of guidance for District level plans, policies, and procedures, within the framework of general policies by higher authority, for IM activities.
5. Responsible for validating and approving Information Technology (IT) hardware and software requirements. Insures compatibility of District-wide information systems and applications.
6. Accomplishes and maintains District long and short range planning for all IM/IT functions. Reviews and approves District long and short range IT plans.
7. Prepares and submits operating budgets for Information Management Office (IMO) resources. Manages the expenditures of funds within approved IMO budget.
8. Coordinates acquisition priority, allocations, and procurement process for IT equipment, software, communications (including radio), audiovisual, technical library and OA equipment.
9. Exercises, when appropriate, the authorities delegated to the District for the selection and acquisition of IT hardware and software.

10. Establishes priorities for the IMO workload, resolves priority conflicts, and ensures implementation of appropriate project management techniques.
11. Establishes controls for ensuring the efficient utilization of personnel, equipment, time, and monies of the IMO.
12. Serves as the Civilian Personnel Career Program Manager for all Information Technology Management (CP-34).
13. Provides the assistance necessary for all users to improve their productivity in the operation and utilization of the available IM/IT equipment and software, including the operation of microcomputer equipment. Provides on-call assistance for supported IT hardware and software.
14. Supports implementation of new IM/IT projects.
15. Manages the Information Assurance (IA) program for the District. As needed, provides technical support along with supporting branches in the accomplishment of IA alerts. Monitors the anti-virus (AV) server operation. Reports IA status to higher headquarters and Army. Provides and manages IA related training. Performs risk assessments and accreditation of the network.
15. Reviews all District IM/IT justification and acquisition requests and provides approval/disapproval.
16. Prepares IMO civil and military operating budgets; prepares IMO Plant Replacement and Improvement Program (PRIP) requests; monitors the expenses of IMO activities; coordinates the development of the Five Year Automation Plan; identifies requirements and estimating costs to contract for automation data systems and development services; and monitors IT service contract performance and costs. Determines and manages the appropriate funding for these functions, including contract services.
17. Responsible for planning the execution of the IT and OA workload and for the development, installation, maintenance and utilization of the District's available computer system(s) and facilities.

Information, Integration, and Implementation Branch.

1. Automated Information Systems (AIS) Support
2. Coordinates and implements automated information systems (AIS) for decision-makers, including educating managers to use automation effectively.

3. Controls and issues microcomputer system passwords, maintains appropriate registers, logs and other records for audit trail purposes.
4. Performs technical evaluation of information plans including hardware and software requirements.

Systems Administration and Network Management

1. Performs systems and applications programming as required to develop and maintain server resources and to meet information assurance and COOP requirements.
2. Responsible for database design, development, and maintenance as required.
3. Provides advice, guidance, and assistance to automation users when required.
4. May perform systems analysis, design, and development using both in-house and contractual services.
5. Prepares automated equipment specifications and monitors acquisition and implementation.
6. Manages the design, development, implementation, and augmentation of data communication systems as required.
7. Provide Enterprise Management services to include asset management, software delivery, and help desk administration in support of customers and information assurance requirements.
8. Designs, tests, and establishes suitable automated systems to provide a full range of OA for AD. These facilities include word processing, electronic mail, electronic spreadsheets, and calendar preparation as minimal requirements.
9. May supervise the development and preparation of detailed automated procedures, data input procedures, formatting or printed output, magnetic tape/disk record formats, block diagrams of the overall system and the development of computer programs for producing the desired output.
10. Insures compatibility and integration of all the District's information systems and applications, including off-the-shelf software.
11. Researches and develops potential new information technology areas for evaluation. Develops and implements procedures for system prototypes, to include graphics, local area networks, voice activated data entry, and other developing computer technologies.

12. Establishes and maintains effective liaison with functional users to identify and define automated data system requirements and logical database management system (DBMS) requirements.
13. Provides advice, guidance and assistance to automation users in the use of databases and query languages.
14. May provide technical expertise in contracting automated data system design and development, whether with GSA or private contractors. Provides technical guidance to Contracting Officer Representative and Contracting Officer Technical Representatives during their automated data system contractual functions.
15. Installs, tests, and maintains automated data systems and databases developed by other agencies and used in Active Dir.
16. Responsible for providing and supervising of the database administration function to include database design and development as required. As applicable, uses standard database designs and data dictionaries.
17. Responsible for the development of policies and procedures for the administration, control, and verification of data used to populate files and databases.
18. Prepares specifications for IM/IT hardware, software and/or services whenever needed. Acts as a consultant to review design/construction specification of facilities having a high-tech component.
19. Develops, implements, and tests IMO portion of the District's mobilization plan. Serves as the IMO POC for participation in mobilization exercises.
20. Establishes policies and procedures for the control and issuing of CEEIS and LAN system passwords, maintains appropriate registers, logs and other records for audit trail purposes.
21. Performs LAN design, management, maintenance, and operations to ensure interconnectivity among users and to network devices within the District.
22. Performs network security functions for the District.
23. Provides support to accomplish requirements in Information Assurance Vulnerability Alerts (IAVA).
24. Responsible for designing and enhancing the District web sites. Exercises control in development of web pages and verifies that page masters adhere to policies and procedures.

25. Maintains and manages a cryptographic facility that processes classified and unclassified traffic. Serves as District COMSEC custodian and Secure Telephone Unit (STU/STE) user representative.

Customer Support Branch

1. Supports the District's customers (user) in all IM/IT areas, including the utilization of IT data, data communications, office automation equipment, and associated software.
2. Develops and oversees the District IM/IT training programs, designing course contents, and coordinating to provide the training resources. May conduct training with vendors. Evaluates training material (video cassettes, audio cassettes, floppy disks) relating to using microcomputer hardware/ software.
3. Serves as the customer's initial point of contact whenever the customer experiences a problem with IT hardware or software. Will either answer/solve the problem based on an individual's own experience and knowledge or will research the problem and report solution back to customer.
4. Performs technical evaluation and approval of information plans and purchase requests involving IT hardware and software requirements.
5. Provides oversight and guidance on the life-cycle replacement of office automation equipment to include desktops and laptops.
6. Recommends and provides guidance on the District's standard hardware and software architecture for office automation, CADD, GIS, and other unique systems.
7. Responsible for software configuration of office automation to include necessary patching, upgrades, and client anti-virus software.
8. Provides support to accomplish office automation requirements in Information Assurance Vulnerability Alerts.

Information Support Services Branch

1. Establishes controls within the branch including financial management, protection of assets, procurement, and contractual affairs, training, staffing, supplies, equipment maintenance, application effectiveness, execution of the automation security program and the automation internal controls to protect from fraud, waste, and abuse. Prepares portions of automation equipment budget estimates and funding requirements for acquisition of the IM equipment and contractual services.
2. Programs for the IM Plant Replacement and Improvement Program (PRIP), for telecommunications, audiovisual, video, photographic, and audio equipment.

3. Maintains physical security of data, IM equipment and facilities IAW the provisions of AR 25-2, Information Assurance, and other applicable regulations.
4. Manages District's resources related to photography, television, motion pictures, audiovisual media, displays/exhibits and related media. Manages production of still pictures, films, prints, transparencies, and other photographic related services.
5. Manages and provides production and reproduction of art/ graphics for projection, direct viewing, or publication by in-house or contractual services. Administers/manages the Quality Control and Compliance Program to the Graphic Standards Manual, EP 310-1-6. Manages reproduction and printing programs.
6. Responsible for the design, implementation, operation, and maintenance of all types of communication facilities. Determines telecommunication requirements and provides systems support for all forms of communications, including telephone, radios, private branch exchange (PBX), cellular telephones, teletype, facsimile, video teleconferencing (VTC), and private line systems.
7. Implements, operates, and maintains an integrated system of various communication requirements necessary to provide District access to in-house and service contract computer systems. Provides communication links to SPD, HQUSACE and other SPA "customers" for the transmission of voice, teleconferencing, and typed material.
8. Administers the radio frequency management program.
9. Receives, reviews, orders, and recommends approval/disapproval of all requests for changes in the District office telephone system.
10. Operates and maintains the District's Telecommunications Control Center. Provides message communication services including operation of automated equipment over the DOD communications network.
11. Maintains and manages a cryptographic facility that processes classified and unclassified traffic. Serves as District alternate COMSEC custodian and Secure Telephone Unit (STU) user representative.
12. Provides support functions that includes mail and distribution, Defense Message System (DMS), forms and publications, reproduction and printing, conference scheduling and coordination, records management and libraries.

Los Angeles District, CESPL

INFORMATION MANAGEMENT OFFICE

MISSION. Directs plans, organizes, staffs and administers the District's Information Mission Area (IMA) programs, as prescribed in AR 25-1 and other regulations.

FUNCTIONS. The Information Mission Area includes Records Management, Automation, Telecommunications, Visual Information, Printing and Publication, and Library Management.

Office of the Chief

1. Advises and coordinates with the District Commander and District staff on all IMA issues. Maintains liaison with HQUSACE, other Corps Districts and activities, Division Headquarters, other Federal/State agencies and industry.
2. Accountable for IT resources within the District.
3. Manages the Career Program for all IMA personnel, within and outside of IMO.
4. Directs the District Information Security Program.

Information Systems Security Officer

1. Plans and manages the implementation of District's information security program in accordance with AR 380-19.
2. Plans and manage the implementation of District accreditation plan.
3. Plans and manage the implementation of District Continuity Of Operations Plan (COOP).

Information Requirements And Planning Branch

1. Manages District IMA planning, program and execution, Life-Cycle Management of Information Systems (LCMIS), IMA financial management, and IMA policy program.
2. Supports other IMA functions by providing subject matter expertise in IMA planning and execution, LCMIS, and IMA financial management.
3. Ensures compliance with District information security program. Ensures that information security considerations are built into all projects.

4. Develops technical statements of work and task statements, and is the Contracting Officers Technical Representative (COTR) for administration of contracts for IMA equipment, software, and services.
5. Manages authorized Information Technology projects, such as Automated Information Systems, major technology initiatives, relocations, upgrades. Identifies work breakdown, resources, and schedules; manages resources to accomplish scheduled activities.

Programs and Plans Section

1. Manages the District IMA planning program. Develop strategic and tactical plans for the use of information technology to improve District business processes. Incorporates the impact of higher headquarters requirements, industry and market trends into District plans. Converts those plans into District architectures documented IAW current HQUSACE requirements. Monitors District compliance with those architectures.
2. Supports the Information Resource Management Steering Committee (IRMSC).
3. Develops District and internal policies and procedures to ensure that the District IMA program meets all applicable guidance.
4. Provides expertise to proponents on Life Cycle Management of Information Systems.
5. Performs special studies and activities to resolve IMA problems.
6. Administers the information management internal controls program.
7. Evaluates requirements for compliance with functional, geographical, and technical architecture, and also determines economic feasibility.
8. Builds relations with the District through committees, information on IMO activities and use of information technology.
9. Analyzes customer requirements and develops appropriate technical solution.

Acquisition and Budget Section

1. Develop District policies, procedures, and budget for IT resources. Develops and plan to define IT business investment decisions.
2. Conducts periodic reviews of our District IT Investment Portfolio to assess alignment with mission needs, strategic direction, or major process reengineering.
3. Provides expertise to proponents on Automatic Information Systems (AIS). Analyzes customer IT requirements and develops appropriate technical solutions.

4. Plans and manages District Information Technology Investment Portfolio System (ITIPS). Approves the District IT resource technical approval process.
5. Develops and executes IMO operational financial management including, budgets, billings, execution, facility account management, and IMA Plant Replacement and Improvement Program (PRIP).
6. Monitors and analyzes industry and market trends. Develops and tests quality control security configurations. Tests and evaluates IMA items for possible inclusion into the District Architecture.
7. Execute the District IMP in accordance with IT reengineering process.
8. Coordinate all IT acquisition process.
9. Develops and implement quality controls to ensure all IT resources are license and registration are safeguard in accordance with federal regulations.
10. Monitors quality controls for Automation Information Systems (AIS) on licensed software compliance.
11. Plans, manage, and develop the IMP's re-utilization of IT resources.

Network Control Branch

1. Manages District network, telecommunications and multi-user computing requirements. Administers the District telecommunications network, integrates with District host and server system, with other District Networks and the Wide Area Network (WAN) within the South Pacific Division and USACE.
2. Supports other IMA functions by providing subject matter expertise in network, telecommunications and multi-user computing requirements.
3. Ensures compliance with District information security program.

Infrastructure Section.

1. Develops and manages the District's networking and telecommunications (voice, radio and data) infrastructure to include telephone switches in support of multi-user computing requirements.
2. Provides District guidance and assistance on networking and telecommunication issues.

3. Manages data network hardware, operating systems, resources and services. Configures and installs security and communications protocol software.
4. Manages and install hubs, routers, network security and other hardware necessary to maintain a state-of-the-art communications network.
5. Manages and maintains satellites, microwave antennae and other hardware as required to ensure radio communications through out the District, and to support mission-critical voice and data communications.
6. Operates computer room. Manages communications systems located throughout the District.
7. Manages Video Teleconferencing infrastructure.
8. Manages operation of data network. Diagnoses and resolves network and network traffic issues. Optimizes networked communications systems.
9. Manages communications, including the COMmunications SECurity (COMSEC) program. Ensures proper handling of all message traffic. Responsible for maintenance and accountability of Crypto equipment and STUIII instruments.

Systems Management Section

1. Manages and installs network hosts, firewalls and other hardware necessary to maintain communications systems.
2. Manages commercial and Corps network/server-based host operating systems, host services, and Database Management Systems.
3. Manages web servers for inter and intranet services.
4. Manages system access, controls password and user ID implementation.
5. Administers District data to include: development of the data dictionary, documentation of the entities and relationships among the data and the organizations responsible for input, transformation, and use that data to understand the data meaning and the business rules of the district.
6. Administers District database; including maintenance, optimization, and access. Provides guidance and advises District Staff on physical database design, development.

Information Support Services Branch

1. Manages District IMA customer services including Visual Information, Mail services, Library Services, Record Management Services, and end-user Automation support.
2. Supports other IMA functions by providing subject matter expertise in Visual Information, Mail services, Library Services, Record Management Services, and end-user Automation support.
3. Ensures compliance with District information security standards.
4. Administers the IMA training program for the District.
5. Administers the District's technical information library. Provides District direction and policy guidance in areas of library administration.

Information Support Center.

1. Supports Corps standard applications. Assist customers in developing queries against Corp application databases.
2. Provides assistance with District-standard OS, Office suite, client applications, and Personal Information Management (PIM) software. Assist customers in developing and designing databases. Assist customers in writing macros and queries for the District-standard O/A suite.
3. Develops small applications as authorized IAW LCMIS where no existing application or commercial solution exists. Analyzes user requirements in support of application development. Advises functional proponents during design, development and implementation of automation systems.
4. Coordinates with the Division and District training committees to develop and perform IMA training.
5. Manages Visual Information (VI) program IAW AR 25-1. Ensures compliance to Corps Standards and presentation/art guidelines.
6. Provides VI support; such as graphics, displays, audio, visual, photographing and filming.
7. Provides VI equipment for check-out to District personnel. VI equipment includes overhead and LCD projectors, still cameras, digital cameras, and video cameras.
8. Acts as design consultants and provide user support for electronic and manual presentations, displays, meetings and conferences.
9. Produces graphics, illustrations and exhibits; either manually or electronically.

10. Provides still and motion photographic services.
11. Provides (non-desktop) VTC services, and VTC room configuration setup.
12. Provides closed-circuit and cable television services.
13. Designs and constructs local web pages. Provides consulting services to functional page masters within the District.

Help Desk Unit

1. Acts as the single point-of-contact for all customer support services, and provides status and feedback to the customer.
2. Manages all areas of customer support relating to Office Automation, end-user computing, local and standard systems. When required, directs customer support requests for other types of assistance to the proper IMO area.
3. Provides remedial and preventive maintenance on District end-user computer hardware and peripherals. Provides remedial maintenance on client operating systems, software and configurations.

Records Management Section.

1. Manages the Districts Record Management Program IAW AR 2 5 - 1, federal and national regulations; to include publications, electronic forms, and electronic records keeping.
2. Ensure records are properly disposed to and retrieved from the records holding area and the records center. Maintain liaison and coordinate records transfer and retrieval.
3. Provides records management training to personnel within the District.
4. Manages correspondence, including appointment and office memoranda.
5. Provides higher-echelon forms to the District. Controls local forms and the development of local electronic forms.
6. Controls classified materials.
7. Manages terminology, abbreviations and brevity codes.
8. Manages District Office Symbols.

9. Manages District mail program IAW AR 340-3, which includes establishing District policy for the distribution of classified and unclassified mail messages. Develop and maintain contracts for mail management and equipment and provides quarterly reports of meter and other equipment usage.

10. Manages the District reproduction program.

Mail Distribution Unit.

Distributes official mail to/from all offices within the District at a minimum cost. Distribution may include use of USPS, and commercial delivery services. Prepare (e.g. fold and tab) items as needed to meet USPS requirements.

Library Unit.

Administers the District's technical information library. Provides District direction and policy guidance in areas of library administration.

Sacramento District, CESPK

INFORMATION MANAGEMENT OFFICE

MISSION: Supports the District Information Management (IM) responsibilities as set forth by AR 25-1, AR 25-2, and other related publications. The IM mission is to provide District employees with the capability to readily acquire, store, share, use, disseminate, and protect the information needed to successfully accomplish their jobs, and to acquire and sustain an Information Technology (IT) environment that supports SPK business strategies and goals while improving mission performance and customer satisfaction. IM encompasses communications (voice and data), automation (including office automation), visual information, records management, library, publications and printing, and the supporting personnel, equipment, services, and facilities of these functions.

FUNCTIONS:

Office, Chief Of Division

1. Directs, supervises, and coordinates the technical and administrative operations of the Information Management Office (IMO).
2. Serves as the IM Staff Officer advising the District Commander and his staff on all issues related to information management and technology.
3. Acts as liaison as required through South Pacific Division to the USACE Directorate of Corporate Information and coordinates with other districts. Serves on IT Council and other regional committees and councils to provide input, alternatives and recommendations, IT initiatives and issues that involve technology standardization and use across the Regional Business Center.
4. Manages the District IM Career Program and advises District IM personnel on their progress and development.
5. Manages the Information Technology Investment Portfolio System (ITIPS) through a corporate IT capital planning and investment decision process that integrates planning, budgeting, acquisition, and management of IT investments into a single IT Capital Planning and Decision Process that addresses project prioritization and risk management to ensure IT investments contribute to the achievement of District strategic goals and objectives.
6. Approves and establishes Information Management (IM) goals, objectives, policies, and priorities for the District and integrates District-wide IM activities. Prepares long and short-range plans for all IM functions and summarizes them in the ITIPS.
7. Prepares and submits operating budgets and for all IM facility and overhead accounts,

and manages the expenditure of funds within the approved IM budget. Submits other budgets as required by HQUSACE (i.e., Information Technology Budget, PRIP, etc.).

Information Integration And Implementation Branch

1. Establishes and develops policies, standards, and procedures for efficient management and operation of all branch functions. Responsible for IM support services operations and maintenance.
2. Plans for emergency support and deployment of IM equipment in times of natural disaster or national emergency. Operates and manages District radio communications for statewide emergency communications. Coordinates all radio requirements with higher headquarters, including frequency management. Serves as Regional Frequency Manager.
3. Establishes guidelines for inventory control, repair, and maintenance of all IM equipment.
4. LAN/WAN TEAM. Provides overall District management for "inter", "Corps", and "intra" network communications, including Wide Area Network (WAN), Local Area Network (LAN), file servers, CEEIS backbone.
5. Operates and maintains system routers, hubs, and bridges.
6. Operates network monitoring system; maintains Internet connectivity.
7. Provides dial-in network access.
8. Performs technical evaluation of plans for LAN/WAN software requirements to insure integration with all District information systems.
9. Performs system administration function for special purpose processors and servers. Performs technical support and tape backup services for UNIX and Microsoft based systems, workstations and servers.
10. Provides technical hardware support for the Computer Aided Design and Drafting (CADD) and Geographic Information Systems (GIS) computer facilities for the District.
11. Operates and monitors network security systems (i.e., firewalls, intrusion detection systems (IDS)) to protect against threats and assure compliance with higher headquarters directives.
12. Provides technical and administrative support for network operating systems.
13. Performs network trouble-shooting, technical support and relocation support to District customers.

14. Performs capacity and traffic management to maximize capabilities, and manages all applications on the network.

15. Performs trouble-shooting, installation and maintenance of network applications and file servers.

16. Plans and programs all infrastructure expansions.

17. Responsible for monitor and alarm systems for environmental control systems (HVAC, UPS).

Telecommunications Team.

1. Accomplishes the District's planning, coordination, operation, liaison and administration for communication activities (voice, async data and radio). Includes overall management of the telephone PBX, voice mail, and data switching.

2. Reviews and monitors telephone credit card billings; prepares and submits documents for payment.

3. Maintains twisted pair and fiber optic cabling.

Microsupport/Help Desk.

1. Provides software integration of all the District's information systems and applications (including off-the-shelf software).

2. Performs technical evaluations of plans for microcomputer hardware and software requirements.

3. Provides advice, guidance, and assistance to District customers in utilization of IT tools such as Automated Data Processing Equipment (ADPE), office automation equipment, and associated software.

4. Installs new equipment; receives, sets up configures and maintains all desktop and notebook hardware; develops brochures, briefings, demonstrations and hand-outs as necessary to familiarize users with requirements and capabilities of new equipment and software.

5. Provides centralized Help Desk support to District users. Resolves user problems and makes recommendations for long-term solutions. Identifies defective equipment and makes appropriate arrangement for repairs.

6. Uses enterprise management systems and develops utility scripts to track Help Desk

history, prepare trend charts, provide remote control of desktops and deliver software.

Visual Information Team.

1. Provides printing, developing, and duplicating services for film and video tape to include tape transfer, audio duping and transfer. Uses multi-media: 35mm, large format, VHS, Beta, cassette, reel-to-reel, CD and DVD.
2. Provides complete video editing service. Produces finished video programs and films.
3. Provides audio programs, audio editing, narration, music and sound effects.
4. Provides checkout services of projectors and various audiovisual equipment for District personnel.
5. Provides complete layout and design of brochures, pamphlets, and displays. Produces finished camera-ready artwork for publications.
6. Provides original artwork, illustrations, drawings, renderings, design of logos, etc. for the District and other offices on request.
7. Provides District offices with visual presentation materials (computer generated and enhanced color slides, artwork and graphs) for use in public hearings, executive briefings, public brochures, etc.
8. Provides desktop publishing services for the District.
9. Operates District's Closed Circuit TV system and satellite receiver.
10. Serves as District Graphics Standards Design Coordinator.
11. Schedules and coordinates Video teleconferences (VTC) for the District.

Information Requirements And Planning Branch

1. Establishes and develops policies, standards, and procedures for efficient management and operation of all branch functions.
2. Develops an integrated IT budget and cost accounting system program to track and account how IT investment dollars are spent according to regional standards.

Planning And Information Assurance Team.

1. Performs technical evaluation of IM hardware and software to insure compliance with existing standards and higher headquarters IT architecture. Establishes new hardware and software standards as required.
2. Prepares systems and equipment specifications, proposals, and justifications to acquire IT covering initial, replacement, or augmentation. Monitors acquisitions.
3. Develops the District Information Technology Investment Portfolio System (ITIPS). Reviews, validates, and approves all District orders for IM equipment for compliance with the ITIPS.
4. Assists functional proponents in preparation of life cycle and acquisition documentation. Reviews plans for automated information systems (AIS) for compliance with Life Cycle of Management Information Systems (LCMIS) requirements.
5. Manages for District's Information Assurance (IA) Program.
6. Serves as Information Assurance Security Manager (IASM) and provides functions as defined in AR 25-2. Serves as the Chairman of the District Automation Security Committee.
7. Implements information assurance security for the District IAW AR 25-2. Performs Information Assurance Security Officer (IASO) functions. Coordinates with the District Security and Law Enforcement Officer and responsible network security personnel IAW AR 25-2.
8. Responsible for computer room access control for District personnel, monitoring alarm systems, and development and update of Continuity of Operations Plan (COOP) for all critical IM systems.
9. Responsible for accreditation and certification of all District AISs and networks to ensure systems meet prescribed security requirements (i.e. Defense Information Technology Security Certification and Accreditation Process (DITSCAP)).

Library Team.

1. Administers a technical library program in support of the District's scientific, technical, and professional information needs.
2. Acquires books, magazines, video tapes, technical reports, CD ROM, documents and similar materials based on knowledge of the District's requirements, and upon user request.
3. Obtains access to commercial and government database services, which support the District's information needs.

4. Maintains accountable property records for library materials held by all serviced elements.
5. Provides reference services, research assistance and current awareness services. Disseminates information to District employees about newly acquired resources.
6. Performs online database searches, prepares bibliographies, and arranges interlibrary loans.
7. Administers program to submit District reports to the Defense Technical Information Center.

Records Management Team.

1. Records Management. Establishes District policies for the Records Management Program. Develops standards for maintenance and disposition of files, selection and use of files equipment and suppliers. Conducts surveys to appraise the Records Management Program. Develops and conducts a training program for Records Management Coordinators and Assistants, Staff Officials, and files personnel. Operates the Records Holding Area.
2. Forms Management Program. Establishes policies and directs the Forms Management Program. Responsible for control over necessity, design, and production of local forms. Conducts forms studies and surveys as required.
3. Directives Management Program. Develops and directs the Directives Management System. Reviews, edits, and approves for essential, content, coordination and compliance with policy of all directives and guidance material, orders, and changes thereto.
4. Publications Management Program. Develops and directs the Publications Management Program including the system, methods and procedures, and distribution formulas which meet operating needs. Conducts surveys and studies to effect improvements and economy of requirements, and annually reviews the system to effect changes as required.
5. Correspondence Management Program. Establishes and directs the Correspondence Management Program. Develops and conducts correspondence training classes for office automation personnel. Provides on-the-job instruction and training aids as required. Conducts surveys and reviews reading files of outgoing correspondence to identify deficiencies and costly practices in need of improvement or corrective action by authors.
6. Mail Management Program. Establishes policies for and directs the Mail Management Program. Responsible for execution of Official Mail Cost Control Program and Official Mail Quality Control Program. Conducts Mail Management Surveys.

7. Micrographics Management Program. Conducts studies on the feasibility and cost effectiveness of implementing micrographic systems. Analyzes and evaluates all micrographic systems proposals and requests for micrographic equipment and approves or recommends approval to higher authority. Provides and/or obtains technical assistance on trade technology in support of District programs. Coordinates with Contracting Division on proposals involving micrographic contracts or equipment acquisition. Implements higher authority policy. Develops and issues local policy and guidance material.

8. Office Copier Management Program. Administers the District Cost-per-Copy Program. Analyzes requirements for and approves requests for initial installation or replacement of office copier equipment. Develops lease-vs-purchase analyses on leased equipment; performs utilization surveys; and maintains data on copier costs and production. Establishes District policies and procedural guidance for the program.

9. Provides acquisition, distribution, inventory, accounting, and retrieval services in support of Sacramento District requirements for Administrative/technical publications, and for local and higher authority blank forms. Maintains electronic and self-service shelving of local and higher authority blank forms for District use.

10. Coordinates with the Privacy Act Official on implementation of the Army Privacy Act Program involving Records and Forms Management. Performs the Management Information Control Officer (MICO) functions.

11. Maintains a library of administrative publications for District use, and maintains a stockroom of required publications for District A/Es. Updates and maintains electronic publications on the District publications website.

12. Provides printing liaison support between District customers and Document Automation and Production Service (DAPS) for printing, binding and photo-reproduction. Establishes local policies and procedural guidance.

13. Administers the Alternate Files Program for Sacramento District

14. Serves as Printing/Reproduction Control Officer to accomplish the printing mission of the Sacramento District.

15. Operates the District telecommunications center. Receives, routes, transmits, and controls electronically transmitted classified and unclassified communications (i.e.: Defense Messaging System (DMS) and facsimile). Serves as CRYPTO FACILITY/COMSEC Officer, responsible for supervision and administration of the Sacramento District's Secure Communications Facility.

Mail And Message Team.

1. Operates the central Mailroom, which includes receiving and distributing incoming communications, dispatching and metering outgoing communications, and providing internal messenger service. Provides all mail services, including messenger service, to all elements in the District HQ Building, Sacramento and Valley Resident Offices, and to contract customers (i.e. HEC and USACARA).
2. Responsible for initial receipt and control of classified documents including central storage. Prepares and transmits classified documents for the District.
3. Provides data input services to Contracting Division, recording receipt of moneys and orders for plans and specifications, and provides print outs on a daily basis.
4. Maintains specialized logs to track and monitor incoming checks, money orders and cash; orders for plans and specifications and Congressional inquiries.
5. Responsible for maintaining Official Bulletin Boards within the District.

Systems Integration Section.

1. Systems Development Team.

- a. Provides automation and programming support for systems necessary for managing the District's missions.
- b. Integrates/links local legacy systems with CEFMS, PROMIS, and other local and HQUSACE automation systems.
- c. Serves as user proponent to combine function and process improvement analysis with computer programming efforts in the development of special queries, business applications and data bases to customize District business processes.
- d. Develops plans of action to ensure uniform business processes, data handling, and reporting among various missions programs; identifies programming changes/enhancements to maintain consistency.
- e. Performs automated applications programming as required to develop and maintain software systems. Responsible for the development, coordination, and implementation of computer information systems for decision-makers.
- f. Provides advice, guidance, and assistance to functional elements in developing their own programs as appropriate.
- g. Performs systems analysis, design, and development using both in-house and contractual services. Supports life cycle management of automated information systems

and contractual services.

h. Develops and prepares detailed procedures, disk formats, tape formats, output formats, and computer programs for processing contract deliverable data, including debugging and testing computer programs.

i. Maintains a record and publishes a listing of computer programs completed and in progress.

j. Conducts feasibility and applications studies concerning potential applications for automation.

k. Designs, coordinates, promotes and develops web technology. Provides guidance, management and oversight for Inter/Intra/Regional net integration. Maintains web inventories, a list of District members authorized to perform web support duties (i.e., page developers, content providers, page masters) and performs periodic reviews of existing web pages to assure quality, currency, “linkability”, and compliance with policy and guidelines

l. Develops, maintains and supports local databases for centralized activities. Recommends type of databases to be used for specific functions and incorporates them into applications and initiatives.

2. Data Management Team

a. Implements corporate information systems. Monitors progress of Information System Management Program (ISMP), and coordinates District’s Corps of Engineers Enterprise Infrastructure System (CEEIS) and ISMP requirements with higher headquarters.

b. Performs data management and data base management responsibilities and technical tasks. Provides Lotus Notes support Division-wide for emergency operations.

c. Manages and controls passwords and signature cards for CEEIS access.

d. Performs computer operations to include scheduling, input/output control, and sending and receiving jobs to/from remote host computers. Performs document-scanning functions.

e. Operates all computer and auxiliary equipment running Oracle database instances to produce reports, statistical and engineering data.

f. Prepares monthly systems utilization reports.

g. Performs customer assistance to CEFMS users District-wide.

h. Reviews Automated Information System Fee for Service (AISFFS) and CEEIS bills for accuracy and coordinates with HQUSACE to obtain credits/adjustments.

San Francisco District, CESP

INFORMATION MANAGEMENT OFFICE

MISSION. The mission of the Information Management Office (IMO) is to provide staff and operational Information Mission Area (IMA) services/disciplines to the South Pacific Division Headquarters office (SPDHQ) and the San Francisco District (SPN). (Hereafter, the word "Division" will denote SPDHQ, and "District" will denote SPN). The six IMA disciplines include automation, telecommunications, libraries, records management, printing and publications, and visual information.

FUNCTIONS.

Office of the Chief

1. Advises District Commander on all Information Management/Information Technology (IM/IT) matters. Serves as Chairperson of the District Information Resource Management Steering Committee (IRMSC).
2. Serves as the central point of contact for all District IT policies, standards, guidance and support.
3. Serves as a member of the District Senior Resources Review Board (SRRB). Responsible for the IM and IT infrastructure portion of the District Operating Budget; provides input to the IM and IT infrastructure portion of the Division Operating Budget. Directs the IMO's expenditure of funds for IM/IT resources. Serves as a member of various District management boards and committees. Develops and monitors IMO operating budgets for the six IMAs; administers IMO facility account distribution system; prepares IT PRIP funding requests.
4. Serves as the authority for acquisition of Federal Information Processing (FIP) resources within the District. Performs contract administration for IM/IT support services contracts. Responsible for acquisition of Division and District IM/IT infrastructure systems, equipment, maintenance and support services.
5. Serves as the District Information Resource Management (IRM) Civilian Career Program Manager.
6. Performs strategic planning and direction of the District Information Technology infrastructure to achieve corporate management of the information resource, aligned with effective application of the technologies available in the six IMA disciplines.
7. Provides supervision and oversight to the IRM planning process. Formulates guidance on IMA plans, policies and procedures. Develops the District IMA Modernization Plan.

8. Oversees, coordinates and integrates the District Information Architectures. Provides technical input and assistance during development of Division Information Architectures.
9. Ensures that the life cycle of information systems (LCMIS) is effectively managed and integrated.
10. Plans and manages the six IMA internal controls programs.
11. Provides direction and operational coordination relative to integrating, developing, and implementing computer and telecommunications systems, in all IMAs, and across all business areas within the District; provides technical input to development of Division systems.
12. Performs oversight, general requirements definition, management, continuity of operations, connectivity, technical standards implementation and integration of Division and District automation and telecommunications resources and infrastructure.
13. Evaluates computer and telecommunications systems hardware and software resources. Responsible for hardware configuration and integration management in the Division and District; promotes software compatibility within and across hardware configurations in the Division and District. Recommends standards and evaluates specifications for Division and District hardware, software and related services.
14. Provides Division and District IMA systems, equipment and services including: computers, software, peripherals, data communications equipment, communications center, FAX machines, voice telephones, radios, pagers, cellular and mobile telephones. Maintains equipment, provides customer training and orientation, establishes annual service contracts and performs contract administration for specified IMA support services contracts.

Information Infrastructure and Transport Branch

1. Develops, prototypes and promulgates technical advances and applications in the Division and District.
2. Manages the South Pacific Division Wide Area Network (SPD WAN) consisting of the Local Area Networks (LANs) of the Division and District, data communications links with other SPD Districts, and the Corps of Engineers Enterprise Information Systems (CEEIS) Network connections located at SPN-IM.
3. Manages the San Francisco Metropolitan Area Network (SF MAN) consisting of the LANs of the Division and District. Performs network administration including, but not limited to: planning, design, implementation; technical standards and conventions; capacity and traffic management; troubleshooting, expansion and maintenance; asset

management; consulting; customer training and orientation; security; antivirus protection; licensing agreements; remote site and mobile connections; continuity of operations and backup.

4. Administers the SPD/SPN CEEIS Network connections. Coordinates with USACE Network Operations Center (NOC) in installation, operation, configuration and maintenance of CEEIS high-speed data lines, routers, firewalls, intrusion detection systems, and related equipment.

5. Provides access to network messaging and networked databases for client-server systems using MS Exchange/Outlook, Transmission Control Protocol/Internet Protocol (TCP/IP), Simple Mail Transfer Protocol (SMTP), Structured Query Language (SQL), NT File System (NTFS) and other protocols. Provides support for software gateways.

6. Manages and executes risk recovery plans for computer and communications systems. Executes Information Systems Security IAW AR 380-19.

7. Plans, implements and administers the Division and District Information Systems Security Program for Automated Information Systems (AIS) and data communications networks. Responsible for development of Division and District accreditation plans. Plans and manages District security programs for automation, communications, classified documents, reproduction and printing (AR 380-5, AR 380-40, TB 340-41).

8. Manages Division and District technical and legal libraries in support of scientific, professional and technical information needs. Selects, acquires and organizes books, magazines, video tapes, technical reports, CD-ROMs, documents and similar materials. Retrieves material via database searches and conventional access methods. Prepares bibliographies and abstracts, conducts literary searches and interlibrary loans. Conducts Congressional document searches. Maintains accountable property records for library materials held by all serviced elements.

9. Serves as Web Master, responsible for design, development and deployment of an Internet and Intranet presence for Division and District. Serves as Page Master for the IMO. Provides analysis, system design and development support to functional offices as required to establish, populate and maintain home pages. Provides management reporting and statistical information on access and use of Internet/Intranet sites and serves as the central POC for the Division/District web presence.

10. Manages radio communications systems. Services include installation and maintenance, emergency operations and training.

11. Operates the Crypto Facility/Secure Communications Center. Receives, routes, transmits and safeguards all electronically processed classified and unclassified communications. Responsible for control of COMSEC account and/or COMSEC material IAW AR 380-40 and TB 380-41. Orders, installs and maintains STU III (Secure

Telephone Unit) equipment. Responsible for initial receipt, distribution, control, inventory and destruction of classified documents including central storage IAW AR 380-5.

12. Administers the Division and District printing program, providing printing, reproduction, binding and composing services through the Defense Printing Service (DPS) and commercial vendors as appropriate.

Applications and Client Support Branch

1. Provides technical support to Division and District functional proponents of local/regional information systems, and to local coordinators of Corps-wide systems.

2. Performs Data Administration. Develops District data plans and policies. Provides technical input to the development of Division data plans and policies.

3. Serves as Division/District Data Base Administrator (DBA) responsible for control of configuration, access, availability and performance of database management systems (e.g., Oracle).

4. Supports the Division/District customers by assisting them in solving engineering and business problems through the use of automated Corps-wide, regional and/or local computer and data communications systems. Provides problem solving, consulting and referral services; provides leadership and guidance in introducing and supporting new information systems.

5. Performs systems analysis, design, customization, testing, implementation, augmentation and documentation.

6. Implements Corps-standard systems; implements regional and/or local systems. Integrates Corps-standard systems into the customers' desktop computing environment.

7. Coordinates with Engineering and Technical Services (ETS) to support the Geo-spatial Data and System (GD/S) program and Geographic Information (GIS) technologies. Reviews hardware and software acquisition plans for compatibility and adherence to USACE/Division/District standards; assists in the development of system requirements, cost benefit analyses, system specifications, acquisition documents, ad hoc user data requests, and data sources; participates in technical committees; reviews metadata documentation and data schema, formatting, interchange and storage strategies.

8. Supports client-server database applications; develops database queries and report formats; ensures adequate data repositories, graphical interface support, screen emulation and on-line transaction processing, user interface screens and menus, data manipulation, reporting and file restoration; maintains data integrity and security; controls user privileges.

9. Evaluates, selects, installs and maintains remote procedure calls, database access and Computer Aided Software Engineering (CASE) tools in the client-server environment.
10. Prepares technical specifications for the procurement of computer and communications equipment, systems and services; directs their acquisition and deployment.
11. Serves as Division/District UPASS Administrator responsible for management and coordination of User ID and password assignments; problem resolution and technical advice; training and optimization consulting.
12. Executes risk recovery plans for computer systems. Executes Information Systems Security IAW AR 380-19.
13. Operates a Help Desk. Services include consultation, evaluation and assignment of IMO response personnel, tracking and control of client requests for assistance; computer and data communications trouble shooting, installing, repairing, optimizing, parts replacement/swapout, workaround strategies and general operational oversight.
14. Performs management, oversight and integration of Records Management Program. Serves as Division and District Records Manager.
15. Plans, manages and administers records, regardless of media; conducts surveys and training. Reviews and approves requests for record filing equipment; coordinates excess and disposal. Provides and manages the Division and District Records Holding Areas, and the Duplicate Emergency Files Program under the Vital Records program. Oversees the Division/District Correspondence Management Program; provides training and conducts surveys and reviews of outgoing correspondence. Coordinates implementation of the Army Privacy Act Program involving Records and Forms Management and the Freedom of Information Act (FOIA). Coordinates Division and District micrographic systems development.
16. Responsible for Publication Management for Division and District; serves as Publications Control Officer. Reviews, edits and approves directives and guidance material.
17. Maintains, requisitions and distributes all numbered administrative publications and other regulatory material pertinent to the operations of the Division and District. Conducts research and obtains regulations and similar publications from other government agencies.
18. Performs Forms Management for Division and District; approves, designs and produces local forms; conducts forms surveys.

19. Manages and operates the Visual Information Program. Administers the Division and District Visual Information (VI) products and services including: in-house video teleconferencing, desktop video teleconferencing, videotaping, still photography, audio recording, manual and computer generated graphics, presentation services required for conferences and training sessions, electronic still video, closed circuit television, master antenna and cable television, etc. Establishes and maintains a VI equipment and product loan program. Determines VI equipment needed to support Division and District programs and projects, develops VI budget estimates, orders and installs VI equipment, provides consultation and training.

20. Oversees the Division and District Mail Management Program; serves as Official Mail Control Officer (OMCO). Operates the Mailroom, which includes receiving and distributing mail, courier services, dispatching and metering outgoing communications and ensuring receipt.

21. Performs office copier management and control. Reviews and approves requests for office copier equipment; performs surveys and consultation. Establishes annual contracts for copier lease and maintenance for Division and District.

22. Serves as the Management Information Control Officer (MICO) (AR 335-15) for the Division and District.

Southwestern Division, CESWD

To provide the vision, policy, guidance and leadership for managing information resources and information technology within the U.S. Army Corps of Engineers.

Fort Worth District, CESWF

INFORMATION MANAGEMENT OFFICE

MISSION. Execute the Army Information Management Program using District-wide resources.

FUNCTIONS.

Office of the Chief.

Responsibility for management of the Army's Information Mission Area functions of automation, communications, audiovisual, records management, printing and publications to the end result of improved decisions. Supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMO activities as required through the Division to the Directorate of Information Management (*D/IM*), USACE. Provides Commercial Activities (CA) Program support as requested.

Planning and Support Services Branch

Planning Unit

1. Performs data administration which involves the formulation of data policy; development and maintenance of data standards and procedures; monitoring compliance with data policies, standards and procedures; and creation and maintenance of the data architectures.
2. Interprets policy and implements higher authority guidance,
3. Coordinates IM planning activities with the Southwestern Division (CESWD) and Headquarters, U.S. Army Corps of Engineers (HQUSACE).
4. Formulates and monitors with input from District managers the long and short range information system plan and the Information Management Plan.
5. Oversees and monitors the District's compliance to Federal Information. Process regulations, Delegation of Procurement Authority, and Life Cycle Management of Information Systems.
6. Establishes and monitors the IMO security plan in accordance with (JAW) Army Regulation (AR) 3 84-19 and the automation Continuity of Operations Plan (COOP).
7. Prepares and submits IMO budget documents including DRIP. Manages the expenditure of funds within the CIO budget. Provides feedback to all District

functional elements.

8. Provides Management Information Control Officer (MICO) functions IAW AR 335-15. 2.

Information Support Services Unit

1. Performs printing and reproduction support for the District. Administers and manages the communications support of the District, to include voice, data and radios. Manages and controls the District's forms program.
2. Provides operational support for data communications.
3. Provides administrative and operational support for telephone communications.
4. Services and maintains radio communications and supports emergency operations.
5. Operates the installation's classified and unclassified communications center. Responsible for initial receipt and control of Communications Security (COMSEC) classified documents. Responsible for the control of the COMSEC program and AUTODINT equipment. Serves as the Terminal Area Systems Security Control Officer (TASSO) and COMSEC Custodian.
6. Responsible for the overall management and control of the District forms program. Controls and approves production of local forms and letters; requisitions and issues all forms used by the District.
7. Provides photo reproduction and composing (desk top publishing) services.
8. Provides IMO service contract administration support of the District's contracts for printing and reproduction. Coordinating work orders with DAPS or CESWF-CT.
9. Maintains and operates a records management area. Conducts surveys to appraise the records management program; operates the records holding area; conducts training programs for records management and correspondence methods. Maintains up-to-date record files at Alternate Site.
10. Reviews and edits local publications for compliance with policy.
11. Establishes and implements policies and procedures for approving, managing and using copiers.
12. Implements Privacy Act program and assures compliance.

Customer Assistance Center

1. Integrate and implement information systems within the concepts of Information System Planning and the Information Management System Planning and the Information Management Modernization Program (ISP/IMMP).
2. Performs complete analysis of customer requirements, implements plans by developing local or division-wide data base oriented information applications and systems.
3. Performs systems analysis, design, development, and maintenance using both in-house and contractual services.
4. Provides support for microcomputer users with both in-house and contractual services..
5. Maintains current local management information systems using both in-house and contractual services.
6. Assists other District organizations in acquiring dedicated contract support of information systems requirements.
7. Performs data base administration which includes:
 - a. Providing input to the data administrator for the formulation of data policy.
 - b. Coordinating design and development of systems that will interface with assigned subsystems.
 - c. Establishing access policy.
 - d. Loading databases.
 - e. Validates user requirements and develops implementation plans, complete with cost/benefit impact statements for new information systems.

Information Integration and Implementation Branch

1. This branch assures the hardware, software, and communications infrastructure will support the effective use of the concepts of Information System Planning and the Information Management Modernization Program (ISP/IMMP).
2. Develops and manages IM hardware configuration design consistent with information system plans.

3. Implements systems security according to the Information Management Office Security Plan.
4. Perform executive (e.g. computer operating systems) programming as required to develop, maintain, and assure integrity of software systems.
5. Prepares automated equipment specifications and monitors acquisitions. . Manages the design of all types of communications systems.
6. Performs technical evaluation of information plans including hardware, software, and communications requirements.
7. Implementation of the overall automation system security IAW AR 380-19.
8. Performs software and communications operations to include computer systems, magnetic tape library (including backup tape storage), scheduling, input/output control, executive software, and telecommunications.

Galveston District, CESWG

INFORMATION MANAGEMENT OFFICE

MISSION. The IMO assists the Commander in maintaining balance, economy, and efficiency in accomplishment of programmed objectives in support of Information Mission Area (IMA) responsibilities in the Galveston District.

FUNCTIONS.

Office Of The Chief.

1. Serves as chief advisor to the Commander for information resources management. Determines the most cost effective technical solutions to fulfill validated requirements.
2. Plans and supervises the execution of the organization developed or assigned information resources management program. Manages the IMA disciplines of telecommunications, automation, visual information, records management, publications and printing, and library management, along with supporting personnel, equipment, services, and facilities.
3. Executes the administrative publications program.
4. Supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMA activities as required through the Southwestern Division to the Directorate of Information Management, HQUSACE.
5. Provides timekeeping, financial management, travel, suspense monitoring, and other internal IMO administrative functions. Monitors the expenditure of funds within approved IMO budget.

Information Requirements And Support Services

1. Provides administrative and operational support to IMO including budget execution, manpower utilization, personnel administration, and financial management. Maintains detailed cost records for IMA services including reproduction and printing, mail, copiers, and visual information services.
2. Works with executives and senior managers to establish overall District strategy for Information Resources Management (IRM). Formulates District IMA goals, objectives, and priorities.
3. Establishes and maintains short and long range IMA plans. Formulates District plans, policies, and procedures, within the framework of general policies established by higher authority, for guidance of information resources management activities.

4. Recommends most cost effective technical solutions to meet validated user requirements and coordinates acquisition approval of IMA hardware and software requests to ensure effective and efficient utilization of resources. Ensures compatibility of the district's information systems and applications.
5. Assists managers in development of functional area information management plans. Prepares annual submission of the District's Information Mission Area Modernization (IMA Mod) Plan. Assures full and complete coordination with all functional elements during the planning process.
6. Consolidates and submits operating and PRIP budgets for IMA resources. Monitors the expenditure of funds within approved IMO overhead and facility budgets.
7. Monitors implementation of the District's IMA Mod Plan through HQUSACE mandated database. Identifies deviations and recommends corrective actions. Reviews all IMA purchase requests for compliance with the IMA Mod Plan and tracks asset acquisition.
8. Plans IMA training program; establishes curriculum based on identified user needs; coordinates with Southwestern Division Human Resources Office and vendors to provide training resources. Recommends training, attendance at seminars and other exposure to information resources management concepts for District personnel. Coordinates training for IMO personnel; conducts annual training survey and recommends appropriate training.
9. Plans and initiates activities to increase District awareness of IMA services and products by providing technical assistance to such groups as the Geospatial Data Committee and the Information Resources Working Group (IRMWG), writing news articles for the Sandcastle, and periodic information bulletins.
10. Provides technical support in contracting for Information Technology (IT) resources.
11. Manages a technical and legal reference library. Selects, acquires, organizes and retrieves multimedia material in support of technical and scientific information needs. Prepares bibliographies, literature searches, and abstracts upon request. Conducts annual review of periodical subscriptions.
12. Manages a Learning Resources Center. Selects, acquires, organizes, and makes available multimedia materials in support of all training needs.
13. Manages office copier equipment program. Ensures that requests for new equipment are fully justified by reviewing and validating all requirements. Serves as POC for office copier key operators. Monitors copiers to ensure they are good working order and

requests maintenance from vendors as required. Maintains records of maintenance requests and operating problems.

14. Provides printing and binding. Determines reproduction methods, systems, and processes for mission accomplishment. Obtains contract support through the Government Printing Office (GPO) Regional Printing Procurement Program.

15. Provides visual information services including still and video, photography, graphic arts, audiovisual production, loan of audio-visual equipment, presentation set-up and support, photo reproduction, and film processing requirements.

16. Provides internal distribution and message services. Handles incoming and outgoing mail. Controls postage meter and reports on postage use. Responsible for registered and certified mail.

17. Manages local correspondence, reports, directives, and publications. Reviews, edits, and comments on draft publications. Operates records holding and transfer area. Conducts correspondence and MARKS training for District.

18. Orders and maintains the stock of forms, directives, and publications. Distributes official publications. Reviews and approves all requests for local forms.

19. Manages the files equipment program. Ensures that requests for new equipment are fully justified by reviewing and validating all requirements.

20. Manages the duplicate emergency files depositories (DEFD). Provides guidelines to the District pertaining to the transmittal of material to the DEFD. Conducts periodic inspections of the DEFD.

21. Performs Management Information Control Officer (MICO) duties.

Automation And Communications.

1. Provides automation and communications operational support to the District.

2. Operates computer systems; maintains tape library (including backup tape storage); responsible for scheduling, input/output control, and execution of software.

3. Manages the design, development, implementation and augmentation of all types of data communication systems. Provides Corpsmail coordination.

4. Manages telecommunications systems which include telephone and local switch equipment. Provides central facsimile capability for the District. Manages voice mail system.

5. Monitors customer request log throughout the support cycle to assure prompt and adequate delivery of services and products.
6. Installs microcomputers and PC software at end users' workstations. Provides software support and equipment repair as requested by the users. g. Provides operational support and manages Local Area Network (LAN). Troubleshoots hardware problems to the extent of knowledge and available tools.
7. Monitors IMA portion of District equipment inventory to ensure accuracy.
8. Implements information systems. Integrates new requirements into existing systems whenever possible.
9. Ensures hardware and software integration of all the District's Information systems and applications, including off-the-shelf software.
10. Performs executive (e.g. computer operating system) and applications systems programming to develop and maintain software systems.
11. Designs, develops, controls, and maintains information database systems. Ensures need-to know security on all databases.
12. Provides advice, guidance, and assistance to users upon request. Provides user feedback from project inception through implementation and training.
- n. Performs systems analysis, design, development, and quality control using both in-house and contractual services.
- o. Manages installation and operation of ADP hardware, software, and transmission systems.
13. Oversees District data administration. Develops and implements policies and procedures that facilitate and support the local unique shared data requirements. Enforces compliance with data administration conventions and standards in development and maintenance of corporate data bases. Provides liaison between local users and systems developers.
14. Prepares IMA Continuity of Operations Plan (COOP) and participates in mobilization activities as required.
15. Performs all planning for IMA security. Coordinates plans with the District Security Officer. Monitors the implementation of overall automation systems security IAW 380-19.
16. Evaluates new information resources technology for potential use in the district. Performs technical evaluation of software and hardware in conjunction with studies of new information technologies.

Little Rock District, CESWL

INFORMATION MANAGEMENT OFFICE

Office of the Chief.

1. Serves as advisor to the Commander for Information Resource Management and insures that IT is acquired and information resources are managed according to established priorities and policies. .
2. Implements the District's Information Management/Information Technology (IM/IT) program. Directly supervises the information management staff activities. Manages the Information Mission Areas of information assurance, automation, telecommunications, visual information, records management, publications and printing, and library management.
3. Plan and program the District's IT investment strategy for effectiveness and efficiency of IT in support of achieving the organization's missions and goals.
4. Oversee the District's IT acquisition process to assure that IT and information resources are managed within an integrated framework.
5. Manage Information Management career program. Provide guidance on education, training, and professional development opportunities.
6. Develop, administer, and manage office manpower and budgetary programming.

Information Planning and Customer Assistance Branch.

1. Works with District managers to establish overall District strategy for Information Technology and formulates District information management goals, objectives, and priorities.
2. Establishes District plans, policies, and procedures, within the framework of general policies established by higher authority, for guidance of information management activities.
3. Recommends most cost-effective technical solutions to validate user requirements and coordinates acquisition approval of information technology hardware and software requests to ensure effective and efficient utilization of resources and compatibility of the District's information systems and applications.
4. Assists managers in development of functional area information management plans and coordinates annual submission of the District's Information Technology Investment

Portfolio System (ITIPS) . Coordinates consolidation of initiatives and assures full and complete coordination with all functional elements during the planning process.

5. Consolidates and submits operating and Plant Replacement Improvement Program (PRIP) budgets for information management, develops budgets, and monitors the expenditures of funds.

6. Monitors implementation of the District's ITIPS, identifies deviations, and recommends corrective actions.

7. Evaluates new information resources technology for potential use in the District and performs technical evaluation of software and hardware in conjunction with studies of new information technologies.

8. Implements the Information Systems Security Program (ISSP) and the Information Assurance Vulnerability Alert (IAVA) process.

9. Manage process to certify and accredit information systems and networks per DoDI 5200.40, Defense Information Technology Security Certification and Accreditation Process (DITSCAP).

10. Establish and enforce standard procedures for security incidents, information emergency, intrusion, or exploitation. Insure that user identification and password systems support the minimum requirements of accountability, access control, least privilege and data integrity.

11. Establish an effective IM/IT risk management program.

12. Establishes and maintains the accounting structure for information management services in the facility accounts, reviews charges and provides feedback to users regarding cost of services and maintains detailed cost records for services, including reproduction and printing, mail, copiers, and visual information services.

13. Plans information management training programs, establishes curriculum based on identified user needs, and coordinates with District Staff Members to provide training resources.

14. Coordinates training for IMO personnel, conducts annual training survey, and recommends training, attendance at seminars, and other exposure to IM/IT concepts for District personnel.

15. Increases District awareness of IM/IT services and products through sponsorship of such activities as news articles and Tips articles in the Dispatch, periodic information bulletins, and technology presentations.

16. Monitors the information technology portion of District equipment inventory to ensure accuracy.
17. Manages technical and legal library serving all employees by the selection, acquisition, organization, and retrieval of material to support the technical and scientific information needs of the District.
18. Prepares bibliographies, literature searches, and abstracts and manages the interlibrary loan of materials.
19. Provides electronic access to information through the library website.
20. Trains users on new electronic products including use of the Internet.
21. Manages the District history program.
22. Installs microcomputers and PC software at end-users' workstations and provides equipment repair as requested by users.
23. Monitors customer requests throughout the support cycle to assure prompt and adequate delivery of services and products.
24. Manages local reports, directives, and publications and reviews, edits, and comments on draft publications.
25. Operates records holding and transfer area, conducts correspondence and Modern Army Record Keeping System (MARKS) training for District.
26. Orders and maintains the stock of forms, directives, and publications in District Headquarters Building and the Annex, distributes official publications, and reviews and approves all requests for local forms.
27. Manages the files equipment program and ensures that requests for new equipment are fully justified by reviewing and validating all requirements.
28. Manages the Duplicate Emergency Files Depositories (DEFD), provides guidelines to the District pertaining to the transmittal of material to the DEFD, and conducts periodic inspections of the DEFD.
29. Provides for the modern, efficient, and systematic life cycle management of all recorded information, regardless of media.

Information Integration and Implementation Branch.

1. Implements information systems and integrates new requirements into existing systems whenever possible. Ensures hardware and software integration of all the District's information systems and applications, including off-the-shelf software.
2. Prepares Continuity of Operations Plan (COOP) for each automated system or computers deemed critical to essential HQDA missions or functions.
3. Maintains and controls access to information database systems. Ensures need-to-know security on all databases. Coordinates and executes site management and computer room security.
4. Oversees District data administration, manages data element dictionaries, and ensures that full and complete user-driven database concepts are maintained during all development efforts.
5. Operates computer systems and maintains tape library (including backup tape storage).
6. Promotes Electronic Commerce technologies to the maximum extent practicable.
7. Manages the logical and physical structures of all Little Rock District networks. Supports WAN data communications required for
8. Provides operational support for File Servers and Local Area Network (LAN) and troubleshoots hardware problems.
9. Manage and maintain the Little Rock District Web site in accordance with HQUSACE standards and guidance.

Communications Section.

1. Manages installation and operation of transmission systems.
2. Manages the design, development, implementation, and augmentation of all types of voice data communication systems.
3. Operates the SWL communications center and is responsible for initial receipt of classified and unclassified electronics messages.
4. Operates and maintains the SWL radio communications system.
5. Performs all IMA security, coordinates plans with the District Security Officer, and monitors the implementation of overall automation systems security, in accordance with AR 380-19.

6. Performs Management Information Control Officer (MICO) duties.
7. Provides internal mail and message services and handles incoming and outgoing mail, including registered and certified mail. Controls postage meters and reports on postage use.
8. Manages the SWL telephone systems. Operates the District facsimile machine and maintains suspense control on the FAX machine.
9. Is responsible for Communications Security (COMSEC) accounting, training in the use of COMSEC equipment, and all activities involving the issue and use of COMSEC keying devices.

Visual Information and Reprographics Section.

1. Supervises all District visual information, printing, and publication services support.
2. Provides printing and binding. Determines reproduction methods, systems, and processes for mission accomplishment. Obtains contract support through the Government Printing Office (GPO) Regional Printing Procurement Program.
3. Provides visual information services, including sound and video recordings, photography, graphic arts, coin design, audio-visual production, management of audio-visual library, loan of audio-visual equipment, presentation set-up and support, photo reproduction, and handling of District's outside film processing requirements.
4. Serves as Point of Contact (POC) for office copiers, to ensure that they are in good working order, requests maintenance for vendors as required, and maintains records of maintenance requests and operating problems.

Tulsa District, CESWT

INFORMATION MANAGEMENT OFFICE

MISSION. Supports the District Information Mission Area (IMA) responsibilities as set forth by AR 25-1, AR 25-5, and other related publications. IMA encompasses communications (voice and data), automation (including office automation), visual information, records management, publications and printing, and the supporting personnel, equipment, services, and facilities of these functions. Supports the U.S. Army Signal Command (USASC) mission by performing assigned responsibilities and reporting IMA activities as required through the HQUSACE Directorate of Information Management. The Chief, Information Management Office, is the point of contact on all IMA matters, serves as the IMA Staff Officer, advises the Commander on IMA, and manages IMA activities. Manages IMA training programs for the District, including planning and coordination with Division and/or District training offices to provide the training resources.

FUNCTIONS.

Office of the Chief.

Planning.

1. Recommends District level IMA goals, objectives, and priorities.
2. Responsible for the overall development of long range information management plans for the office and the review, and approval of the District's IMA plans. Drafts CESWT's IMA policies and procedures.
3. In coordination with the other IMO Branch employees and all District functional elements, ascertains and validates the requirements of IT resources required, associated costs, and required installation dates and develops initial plans to meet these requirements. Prepares recommendation for C/IMO's review and approval/disapproval.
4. Reviews all District justification and acquisition requests and provides an approval/disapproval recommendation to the C/IMO.
5. Responsible for implementation of IMA security IAW AR 380-19 as the Information Assurance Security Officer (IASO).
6. Responsible for the formulation of guidance for District level plans, policies, and procedures, within the framework of general policies by higher authority, for IMA activities.

7. Validates and approves Information Technology (IT) requirements. Ensures compatibility of information systems, applications, and standard compliance.
8. Prepares and maintains District level long- and short-range plans and reviews, approves and retains plans for the various District elements.
9. Prepares District PRIP submissions for IMA equipment and reviews requirements to ensure their technical adequacy.
10. Monitors execution of the District's Information Management Master Plan.
11. Coordinates the District Information Management Plan for all IMA functions to include: data processing equipment, software, all forms of communications equipment (voice, data, and radio), audio visual, and office automation equipment. Solicits District's requirements for inclusion in the CESWT IMA equipment planning system (ITIPS).
12. Coordinates all District radio requirements and assists in the maintenance of a master plan for telecommunications within the District.

Security and Communications.

1. Responsible for implementation of the IMA security for Tulsa District.
2. Coordinates security actions with the District Information Assurance Security Manager (IASM) IAW AR 380-19.
3. Responsible for the communications support, design, planning and implementation for Southwestern Division (SWD). Develops budget data, plans and specifications, for the SWDO communications system.
4. Provides staff support to SWD in the communications function, responds to and coordinates actions from HQUSACE. Prepares recommendations for SWD Director of Information Management review and approval/disapproval.
5. Implements IMO information security program and coordinates District implementation of System Administrator (SA) security functions and procedures IAW AR 380-19.

Automation and Communication Services Branch.

1. Recommends District level IMA goals, objectives, and priorities.
2. Responsible for the overall development of long range information management plans for the Branch and the review, integration, and approval of the Branch IMA plans.

3. In coordination with the other IMO Branch employees and all District functional elements, ascertains and validates the requirements of IMO resources required, installation dates, and develops necessary plans to meet these requirements. Prepares recommendation in conjunction with the Planner for C/IMO's review and approval/disapproval.
4. Determines IMA acquisition priorities, allocations, and procurement processes for the Branch. Advises C/IMO on hardware/software placement priorities.
5. Develops, implements, and tests the District's IM mobilization plans. Serves as the IMO Point of Contact for participation in mobilization exercises. Coordinates the District IM mobilization plans.
6. Plans, designs, implements, and augments the District's communication network requirements to ensure compatibility with USACE, DA, and DOD networks.
7. Reviews District's long- and short-range plans and comments or recommends approval.
8. Responsible for District data administration. Establishes and maintains effective liaison with functional users to identify data system requirements both manual and automated. Responsible for the development of policies and procedures for the administration and verification of data elements, data files, and data bases.
9. Performs technical evaluation of information plans including hardware and software requirements.
10. Prepares automated equipment specifications and monitors acquisitions for District infrastructure.
11. Provides and manages other communications systems to include radio, facsimile, cellular phones, telephones, local switches, and communication equipment.
12. Operates the District's classified and unclassified message document control center. Responsible for initial receipt and control of classified documents. Responsible for control of COMSEC account and/or COMSEC material. Coordinates with District Security Officer IAW AR 380-19.
13. Determines requirements, sets up, orders, implements, and provides systems support for telephone, teletype, and private line communications.
14. Responsible for the acquisition of all telecommunication systems.
15. Prepares and submits operating budgets for IMA resources. Manages the expenditure of funds within approved IMA budget.

16. Implements information systems.
17. Maintains IMA equipment and inventories.
18. Manages development, coordination, and implementation of information systems for decision-makers including educating executives and managers to use automation effectively.
19. Coordinates policies and procedures for handling of sensitive data and printouts in compliance with the Privacy Act and Freedom of Information Requirements.
20. Provides input to hardware/software acquisition process.
21. Ensures efficient utilization and integration of the District's IMA resources including IT equipment, information systems, and applications software.
22. Responsible for design, development, integration, and administration of the District's information systems database(s).
23. Provides advice, guidance, and assistance to automation users for in-house and USACE developed systems as required.
24. Provides systems analysis, design, and development including programming and documentation using both in-house and contractual services.
25. Serves as Contracting Officers' Technical Representative (COTR) for programming/analysis, service contracts, communications, LAN, and automation.
26. Provides advice, guidance, and assistance to automation users on the use of commercial off-the-shelf (COTS) software.
27. Supports the District's customers (users) in areas of IT utilization including data communications, CADD/GIS, and office automation equipment and associated software.
28. Coordinates with IT equipment manufacturers representatives and analysts as required to report and resolve hardware and software problems.
29. Operates the District IT equipment including e-mail, network file servers/routers/hubs, CADD/GIS file server, and the office automation system. Maintains backup tape storage systems, scheduling, and input/output control.
30. Maintains computers and related peripherals and performs setup, installation, and testing.

31. Provides secure communications for District.

Support Services Branch.

1. Provides graphic arts, illustration, and audiovisual services.
2. Leads District Office resources related to photography, television, audio and audio-visual media, displays/exhibits, and related media. Oversees production and processing of prints and transparencies as required. Provides or secures contractual support for all services required for the production, processing, and reproduction of photography, audio-visual programming, video, etc.
3. Stores and issues projectors, tape recorders, cameras, and other such user-operated equipment, and provides training in their proper use. Provides for library storage and loan of audio-visual media such as graphic aids, pictures, slides, and video recordings.
4. Provides for the operation of equipment in support of briefings, conferences, and audio-visual areas in meetings, ceremonies, exhibits, etc.
5. Oversees and provides production and reproduction of art/graphics for projection, direct viewing, or publication by means of either (or both) in-house or contractual services. Administers the Quality Control and Compliance Program to the Graphic Standards (RP 310-1-6).
6. Stores and contracts for printing of aerial photography.
7. Issues Tulsa District civilian ID cards.
8. Provides internal mail sorting and message services, handles incoming and outgoing mail.
9. Manages copy equipment maintenance program.
10. Maintains property records for legal library.
11. Manages the District-wide Records Management, Directives and Publications, and Forms Management Programs. Provides support services under these programs to the district divisions and offices.
12. Responsible for technical approval of requests for copiers. Monitors the use and recommends replacement or removal based on cost and office requirements.
13. Responsible for approving acquisition of file systems and equipment.

Corps of Engineers Enterprise Infrastructure Services, CEEIS

INFORMATION MANAGEMENT OFFICE

MISSION. The Corps of Engineers Enterprise Infrastructure Services (CEEIS) provides the Corps' primary information technology (IT) asset. This asset consists of world-class corporate data processing and global networking, enabling the Corps' command and control, scientific and engineering missions, programs, and business processes. Functionality and capability are provided 24 hours a day 365 days a year in a manner that remains robust and viable, meeting customer performance expectations while maintaining a secure and cost-conscious culture. With 39,906 users, CEEIS serves the Corps' \$19.78 billion enterprise from the Program Manager's Office and Central Processing Center located at the Information Technology Laboratory, ERDC, in Vicksburg, MS, and the Western Processing Center located at the Northwestern Division, Portland District, in Portland, OR.

FUNCTIONS.

As the Corps information systems and network communications infrastructure provider, CEEIS performs the following functions:

1. Facilitates Corps-wide data administration and secured information exchange.
2. Provides the necessary worldwide automation and communications environment for the development, deployment, operation, and maintenance of corporate resources and legacy systems.
3. Provides a customer service hot line for reporting, recording, and resolving customer problems, 24 hours per day, 365 days per year.
4. Provides enhanced productivity and quality products.

Engineering Research and Development Center, ERDC

INFORMATION MANAGEMENT OFFICE

Infrastructure and Knowledge Management Division.

MISSION. Plan, investigate, and oversee information management within ERDC. Research, evaluate, and apply the infrastructure technologies (the IT required to support the network-centric Army) required to support ERDC's R&D and business processes. Investigate, evaluate, and implement appropriate IT to ensure ERDC maintains its leadership and effectiveness in applying technology to meet internal and external requirements. Execute research, development and technical assistance program of ITL in the infrastructure and knowledge management areas. Infrastructure and Knowledge Management Division (IKMD) includes the following:

FUNCTIONS.

Information Assurance (IA)Team.

Responsible for ERDC IA program development and oversight to establish a strong network and systems security posture and ensure compliance with DoD, Army and USACE regulations and guidance. Develops IA policies, plans, procedures, and guidelines and conducts life cycle management of ERDC information assurance infrastructure. Conceives, plans and conducts research, development and assessment of information assurance methods and technology solutions. Develops, tests and integrates state of the art IA methods and technology solutions into ERDC R&D products and the ERDC infrastructure.

Computer Systems Branch.

Conducts life-cycle management of ERDC's general purpose computing systems, including operation, management, and systems administration of servers and server applications (e.g., compute servers, e-mail and communications servers, database servers, Web servers, and file servers). Provides support to general-purpose desktop computers and applications, peripherals, and personal digital assistants. Operates a centralized IT/Information Management (IM) Help Desk. Conceives, plans, and conducts research, development and assessment of information environment and collaborative technology solutions. Develops, tests and integrates information environment and collaborative technology solutions into ERDC R&D products and the ERDC infrastructure.

Communications Infrastructure and Architecture Branch.

Conducts life-cycle management of ERDC-wide communications infrastructure and architecture including site-wide data, voice, and video technology to ensure efficient integration, compatibility, technical stability, and compliance with DoD, Army, and

USACE regulations and guidance. . Develops policies, plans, procedures, and guidelines to ensure effective, efficient, and stable communications resources in support of R&D and business functions. Conceives, plans, and conducts research, development and assessment of electronic communications methods and technology solutions. Develops, tests and integrates electronic communication technology solutions into ERDC R&D products and the ERDC infrastructure.

Information and Knowledge Sciences Branch.

Conducts life-cycle management of ERDC library and records management services, ERDC administrative publications, and maintenance of the Information Technology Investment Portfolio System. Conceives, plans, conducts and manages information and knowledge science initiatives. Identifies, researches, develops and executes new applications in the information and knowledge sciences areas.

Multimedia Presentation Branch.

Provides graphic design, exhibit and display design and construction, photography and videography, video production, scientific illustrating and animation, technical drafting, and cartography services through multiple media (audio, video, animation, etc.) mechanisms. Provides complete animation/video support to document research projects and programs, including scriptwriting and script consulting, computer animation, video editing, narration, music library, sound mixing, text generation, special effects, and copying and distribution of videos.

Publishing and Technology Transfer Branch.

Provides complete publishing and technology transfer services to document R&D conducted by ERDC and other Corps of Engineers organizations. Provides desktop publishing technology to prepare camera-ready copies for traditional printing and for Web publishing. Technology transfer services include conceptualizing, writing, and editing products such as Web sites, videos, interactive CDs, brochures, pamphlets, fact sheets, technical notes, and displays. Provides marketing and outreach support to ERDC.

Engineering and Support Center, Huntsville, USAESCH

INFORMATION MANAGEMENT OFFICE

Directorate of Information Management Office

MISSION. Responsible for providing U.S. Army Corps of Engineers, Engineering and Support Center, Huntsville (USAESCH), administrative and technical management of resource requirements and associated information management activities employed in the development, use, integration, and management of corporate information. Functions include all resources and activities employed in the acquisition, development, collection, processing, integration, transmission, dissemination, distribution, use, retention, retrieval, maintenance, access, security, disposal, and management of information. Develops, coordinates, and integrates USAESCH Information Technology (IT) architecture as part of USACE corporate architecture. Serves as USAESCH point of contact for all corporate Information Resource Management (IRM) policies, standards, guidance and support.

FUNCTIONS.

Office of the Director

Provides planning, supervision, and oversight in the coordination, execution, and maintenance of the Information Resource Management (IRM) planning and execution processes for USAESCH. Serves as advisor and Chief Information Officer (CIO) for USAESCH Commander, functioning as the point of contact to the Center on all IRM policies, regulations, standards, IT architectures, information security, programs and projects. IRM Civilian Career Program Manager for all IMA careerists assigned to the Center. Coordinates, conducts, and maintains formal information studies, and information analysis of mission requirements used in developing and maintaining USAESCH information model. Performs studies and analyzes IT engineering methods, procedures, and techniques to enhance operational capabilities by taking advantage of state-of-the-art applied methods and technologies in computer science.. Serves as the Contracting Officer Representative (COR) for IM contracts. Responsible for developing, executing, and reporting information management operating budget. Budget includes IMA administrative, management and technical personnel, hardware and software resources, contractor service, and maintenance of IT / IMA programs. Participates on DOD, DA, and USACE IMA programs and technical committees representing USAESCH.

Technical Program Officer

1. Serves as a lead technical expert in the Information Management Directorate. Specializes in various Information Technology (IT) areas under the direct supervision of the Director. Serves as subject matter expert and team leader on a wide variety of IT projects and programs. Analyzes mission requirements and utilizes extensive knowledge

in the field of computer science, policies, regulations, and procedures towards defining, developing, implementing, and sustaining IT solutions.

2. Responsible for the identification, planning, evaluation and recommendation of technological advancements having a major impact on the current and planned application of Information Technology (IT) resources expended towards meeting the mission requirements of the Command.
3. Develops and presents briefings to management on the IT projects, short and long range IT objectives, emerging technologies and major changes to current technologies impacting IT and user community.
4. Reviews IT architecture and makes recommendations pertaining to new hardware, software, and communication technologies that will enhance USASECH's IT architecture.
5. Develops technical specifications and associated procurement documentation to acquire any hardware, software or communications required to complete automation projects. Reviews technical proposals submitted by vendors. Performs Contracting Officer Technical Representative (COTR) functions on IT support service contracts.
6. Works in concert with the Information System Security Officer (ISSO) in providing technical guidance to users, recommends and develops appropriate security safeguards and controls to include backup and recovery procedures which are incorporated into Accreditation and Continuity Of Operations Plan (COOP) documents. Develops and maintains technical policies and procedures.
7. Develops and maintains Huntsville Center's strategic plans, policies, and procedures for IMA responsibilities in concert with other IM Divisions. This includes chairing or co-developing the master plan and the short- and long-range plans of the IMA activities. Monitors these activities according to the approved plan for Huntsville Center.
8. Prepares the IMA budget estimates and processes funding requirements and fund authorization requirements for acquisition of Huntsville Center automation hardware, software, and contractual services. Monitors the IMA budget execution to ensure effective and efficient utilization of available resources.

Technical Support Division:

1. Directs, designs, plans, implements, and sustains information technologies and related programs, providing technical support services Center-wide in areas of automation, communications, and visual information.
2. Directs and coordinates efforts related to strategic and tactical planning for corporate and enterprise level IT programs and projects, to include evaluation of emerging technologies for the Center. Plans, coordinates, develops, implements, and maintains the Center's Information Management Plan (IMP) and IT Strategic Plan, to include updating and managing the Center's portion of the Corps Information Technology Investment Portfolio System (ITIPS).
3. Coordinate and directs all activities related to managing and maintaining corporate Local Area and Wide Area Networking (LAN /WAN) resources, which includes the operations of IMA software and hardware technical support and configuration control, software and hardware acquisition, and other convergence technologies, i.e. video, voice, and data, planned and or employed throughout the Center.
4. Plans, coordinates, and provides for the execution of Huntsville Center's computational data processing, and office automation workload and for the development, installation, maintenance and utilization of the centralized computer system(s) and facilities. Provides system level design, programming, implementation, and configuration control of both Network Operating Systems, and corporate operating systems.
5. Develops procedures and policies for computer / network operations to include office automation for Huntsville Center and tenant organizations.
6. Performs inspections, evaluations, and monitors the performance of IT resources employed to support mission requirements. Recommends changes to correct deficiencies or to make improvements.
7. Provides oversight of IT inventory and configuration control services for workstations and related micro-based technologies used throughout the Center.
8. Reviews requests for IM data, hardware and software, and makes recommendations to the director for approvals/disapprovals.
9. Manages IMA Helpdesk operations in support of mission requirements. Functions includes analyzing IT performance anomalies and discrepancies, initiating corrective actions, and providing upward reporting to management status of operations related to performance based objectives.

10. Develops, operates, and maintains an IM Quality Assurance Program. Ascertains customer satisfaction/ dissatisfaction and maintains data on use of IM services and IT resources employed throughout the Center.

11. Executes the physical security of IMA data, equipment, and facilities. Establishes policies and procedures for controlling and issuing system passwords on a monthly basis, maintains appropriate registers, logs, and other data for security audit purposes in accordance with regulatory guidelines serves as the IM Systems Security Officer.

12. Develops and maintains information technology accreditation plans and continuity of operations plans (COOP) for the center in accordance with applicable Army and Federal regulations. Provide information security functions in concert with the Center's Information System Security Manager (ISSM).

13. Provides contract administration and management on related IT support contracts used to support mission requirements. Functions include periodic review, updates, and renewal of service contracts including development of related Scopes of Work (SOW), acquisition plans, and source selection packages.

14. Develops, manages, and reports on Division wide operating budget and execution, IAW regulatory guidelines.

15. Develops, coordinates, and maintains standards used for acquiring, configuring, and maintaining interoperability and compatibility with existing as well as emerging technologies employed and programmed for the Center.

Intergration and Implementation Division:

1. Directs, coordinates, and manages software engineering activities in the areas of definition, designing, development, testing, implementing, and sustainment, for Huntsville Center business and scientific applications in accordance with applicable regulations and guidelines.

2. Plans, manages, coordinates, and maintains all Life Cycle Management (LCM) documentation / information on Automated Information Systems (AIS) used throughout the center in accordance with applicable regulations and policies.

3. Directs short-range planning activities in concert with customer encompassing, Corps, Army, and other Federal agencies, serving as the Center's point of contact for integrating and sustaining critical corporate information systems programmed and / or used throughout the Center.

4. Provides general software engineering services using state-of-the-art tools and methods directed at supporting end user data retrieval, manipulation, and reporting requirements.

5. Serves as the database administrator and technical expert for Huntsville Center on corporate database systems and applications. Provides expertise in data warehousing, knowledge management, decision support systems to include tools and methods, for leveraging corporate information as strategic and tactical tools for corporate program execution.
6. Designs, tests, and estimates suitable automated systems to provide a full range of office automation facilities for the Huntsville Center. These facilities include word processing, electronic mail, calendar preparation, and electronic spreadsheets as minimal requirements.
7. Manages and coordinates all Huntsville Center data design and development activities. Provides technical guidance oversight and evaluation of Huntsville Center's data design and development contracts.
8. Develops and reviews Technical Proposals, Project Master Plans (PMP), and Contractor Statements of Work (SOW) for Huntsville Center's management automated data system design and development projects.
9. Manages the Huntsville Center's Records Management Program, Directives and Publications Management, and Forms Management Programs.
10. Provides a Technical Information Center service by selecting, acquiring, organizing, and retrieving material in support of technical, engineering, and scientific information needs. Prepares bibliographies, literature searches, and abstracts as part of the IM overall virtual network library services.
11. Manages the Graphic Arts, Duplicating, Printing, Audio-visual, Satellite Copier Program, Photographic Processing and Video-Teleconference Activities for the Huntsville Center. Provides Contracting Officers Representative (COR) for the operations of mail and messenger service contract functions.
12. Prepares and maintains USAESCH Graphics, Illustration, Audio-visual and Video Teleconference policies and procedures, based on work requirements and guidance provided by HQUSACE.
13. Serves as liaison office between USAESCH and the Defense Printing Service (DPS) for all matters pertaining to duplicating, printing, printing acquisition and any applicable equipment acquisitions (lease), in order to coordinate, oversee and assure the accomplishment of the Huntsville Center missions.
14. Provides an individual to serve as the Printing/Reproduction Control Officer for Huntsville Center.
15. Provides for writing and maintaining Intra-Army Orders for all reproduction services between the Defense Printing Service, Huntsville Center, and Architect-Engineers.

16. Provides personnel for management, operations, acquisition and maintenance of Huntsville Center's Audio-visual and Video Teleconference Programs.
17. Provides graphic arts, illustration, and/or visual media production services which support the Huntsville Center's missions.
18. Provides video camera support (filming) for Center's functions, i.e., Change of Command ceremonies.
19. Plans for purchases, receives, maintains stock control over and disperses supplies which support Center's Satellite Copy Machine maintenance program.
20. Develops, manages, and reports on Division wide operating budget and execution, IAW regulatory guidelines, i.e. ER 37-2-10, used to support and sustain approved IT programs and operations throughout the Center.

Finance Center, CEFC

DIRECTORATE OF ADMINISTRATION

MISSION. The Directorate has overall responsibility for managerial accounting, budget, manpower, management analysis, the billing/collection for centralized activities of the Corps of Engineers and reviews of paid commercial vouchers. In addition, the Directorate has responsibility for local area network administration, telecommunications, and end user computer support. Also provided is logistics support to include supplies, personal property management, mail services, and document imaging. The Directorate is responsible for building and grounds maintenance and the UFC safety and security programs management. The Directorate is responsible for audits of permanent change of station vouchers and commercial payments, the management control program, CEFMS data management functions, and audit liaison. The Directorate also provides resource management support to natural disaster or national emergencies responses by the Corps of Engineers.

FUNCTIONS:

Information Management And Support Services Division.

Leads, directs, manages and supervises staff in the execution of a comprehensive administration program that includes internal automated administrative systems, logistic and administrative support for the Finance Center.

1. Acts as principal advisor and assistant to management on issues pertaining to informational requirements.
2. Assists in the investigation and acquisition, procurement, development, and implementation of new informational system technology and business procedures that may be applicable to the general operations of the UFC.
3. Serves as the liaison with other finance centers and HQUSACE on system development efforts.
4. Provides all internal automated data processing requirements to include establishment and maintenance of local area networks, office automation and communications support, and initiates and coordinates the acquisition of all computer hardware and software.
5. Provides for telephones and uninterruptible power supplies.
6. Provides centralized data administration services and security of UFC ADP resources.
7. Manages message traffic.

8. Provides for investigation, acquisition, development or implementation of new technology and business procedures that may be applicable to the general operations of the UFC.
9. Ensures proper maintenance and repair of UFC automation and telecommunications equipment to include record keeping, repair parts, maintenance, and management practices.
10. Provides end-user computer support and computer-related user training.
11. Provides audio-visual support.
12. Provides administrative support for the UFC to include requisition and storage of supplies, property management, mail, and document imaging functions.
13. Performs supply functions (authorizations, distribution, financial, storage, issuance, formal property accountability, reutilization, utilization, recycling, and disposal of property, including hazardous material) for the UFC to ensure proper use, care, custody, safekeeping, reutilization and disposal of government property. Plans, directs and executes the maintenance program for all owned and leased personal property, except for computer/telecommunications equipment.
14. Manages mailroom activities, publications and forms (to include distribution), records management program, official library, and document imaging.

Humphreys Engineer Center Support Activity, HECSA

INFORMATION MANAGEMENT OFFICE

MISSION. Provides information management (IM) and information technology (IT) support to the Humphreys Engineer Center Support Activity (HECSA), the Headquarters, US Army Corps of Engineers (HQUSACE), the 249th Engineer Battalion, the Prime Power School and other supported activities as outlined in applicable Public Laws and Dod/DA implementations of Public Laws, Executive Orders, regulations, policies, letters of instruction, etc. Areas covered include automation (internal office automation, local area networks and telecommunications), information technology reutilization, the World Wide Web, records management, printing and publishing, visual information services and library management. Responsibilities include strategic planning, business process analysis and functional process improvement, assessment of proposed systems, oversight of IT investments, IT capital investment planning, IT acquisition, performance measurement, development, management and maintenance of various IT architectures, establishment and implementation of information assurance policies and programs, automation and telecommunications support, visual information support, records management support, training and library services.

FUNCTIONS.

Office of the Chief.

1. Serves as the Chief, Information Management Officer (CIM) for HECSA. Provides IM/IT support to HECSA, HQUSACE and other supported HEC activities. Directs and coordinates information resources and information technology related activities. Provides IM/IT advice to the HECSA Director and other senior management personnel to ensure IT is acquired and information resources are managed in accordance with established priorities, laws and regulations. Serves as the central point-of-contact on all matters pertaining to IM/IT. Oversees the acquisition of all federal information processing (FIP) resources within the HECSA and HQUSACE operating environments. Focuses on policies and organizational responsibilities necessary to accomplish the IM/IT authority guidance.
2. Provides personnel, equipment and services necessary to support IM/IT requirements and/or functions in HECSA, HQUSACE, and other supported activities. Coordinates and consolidates HECSA/HQUSACE goals and objectives into a coherent executable plan. Evaluates higher authority policy and guidance and implements operational procedures, policies and guidance for all IM activities.
3. Develops and maintains long and short-range plans using guidance from Headquarters strategic plans and acquisition documents as a baseline. Solicits requirements to develop a capital investment strategy and establishes priorities for IT investment acquisition throughout the program and budget development lifecycle.

4. Prepare and submits the operating budget for IM/IT resources and manages the expenditure of funds within the approved budget. Responds to decrements in funding and distributes IAW organizational priorities and goals.
5. Prepares and defends a consolidated budget plan for all functions supervised by the CIM. Budgets and executes activities associated with the design, implementation and operational management of HQUSACE and HECSA LAN/WAN/MAN initiatives, including all hardware, network operating system, common operating environment, World Wide Web and other associated IM functions. Monitors and records budget execution through interface with HECSA RM. Coordinates with appropriate offices on all non-labor related funds transfers.
6. Provides operational oversight for special reserve funds that pay for commercially procured visual information activities and printing services within HQUSACE.
7. Chairs the Headquarters User Board. (HUB) Ensures that supporting work groups assist in the oversight of IM/IT activities and programs, including architectural compliance and the resolution of major architectural issues. Also ensures that the HUB reviews, evaluates and validates information requirements and prioritizes the allocation of information management resources for the HQUSACE and HECSA.
8. Represents HECSA on HQUSACE's Cross Functional Assessment Team (CFAT).

Deputy HECSA CIM.

1. Services as the Deputy Chief, Information Management Officer (D/CIM) for HECSA. Provides IM/IT support to HECSA, HQUSACE and other supported HEC activities.
2. Services as the Authorizing Official for all Federal Information Processing (FIP) resources for all delegated procurement authorities within the HECSA and HQUSACE operating environments.
3. Develops and maintains the Information Technology Investment Portfolio System (ITIPS) submissions for HECSA and supported activities. Ensures that the information requirements identified in ITIPS are reflective of the MACOM Commander's priorities and are coordinated, validated and integrated into the MACOM Information Architecture 2000 Plus (A2K+). Identifies, analyzes and performs impact analysis on new information technology, as required.
4. Identifies, analyzes and performs impact analysis on new information technology, as required.
5. Reviews IT procurement requests generated by supported offices. Identifies requirements to be satisfied by sharing installation resources. Ensures that HECSA, HQUSACE and other supported activity priorities reflect Department of the Defense

(DoD) Department of the Army (DA) and other higher authority information resources management programs and mandates.

6. Exercises proponency for Office Automation (OA), Local Area Networks (LAN), World Wide Web and telecommunications initiatives in HECSA, HQUSACE and other supported activities.

Automation Support Branch.

1. Provides information and automation technology support services to HECSA, HQUSACE, the 249th Engineer Battalion, the Prime Power School (PPS) and other supported activities.

2. Reviews and/or develops statements of work for all contracts supported by HECSA-IM. Services as Contracting Officer's Representative (COR) and exercises quality assurance reviews of contract performance.

3. Reviews and establishes user training baselines and provides training support to HECSA, HQUSACE and supported activities. Develops and coordinates delivery of workshops, seminars, and technical training for supported activities.

4. Provides information and automation technology support services for HECSA, HQUSACE and supported activities. Provides operational and managerial life cycle project management and application software support for the LAN platform.

5. Provides authoritative opinions and recommendations concerning the applicability of Automated Information Systems (AIS) recommended /mandated by higher authority objectives, policies, plans and programs.

6. Ensures funds are identified to support AIS resource requirements under IMO purview. Manages the expenditure of funds within the approved budget plan.

7. Services as reviewer and technical approver for IT purchases in HECSA, HQUSACE, 149th Engineer Battalion and the Prime Power School.

8. Provides desktop operational support for production desktop and laptop computers within HECSA, HQUSACE and supported activity environments.

9. Develops and manages the Backbone Metropolitan Area Network (MAN) (connecting all of the existing LANs together with the WAN) for HECSA, HQUSACE and supported activities.

10. Manages and operates the Corps electronic mail system for HECSA and HQUSACE operating environments and coordinates this system within the Corps enterprise environment.

11. Manages telecommunications system(s) for HQUSACE, HECSA and supported activities to include voice and data services, telephone, teletype, private branch exchange (PBX) system, interfaces to DoD networks and facsimile systems.
12. Reviews telephone service and equipment requests to assure compliance with appropriate DoD directives.
13. Coordinates as the sole point of contact with DTS-W and service vendors for requisition of equipment and services.
14. Projects future technology trends. Evaluates new technology that has been introduced into the marketplace and implements where feasible and cost effective.
15. Establishes and maintains ADP Local Area Network and desktop and laptop Computer Operational Security Accreditation and Continuity of Operations Plan(s) (COOP). Coordinates with HECSA and HQUSACE Security Office IAW DoD Instruction 5200.40.
16. Manages the CEFMS Signature Card Program.
17. Performs oversight and management of all local (HECSA, HQUSACE, and supported activity) World Wide Web (www) initiatives and on-going services. Interprets higher authority guidance and implements within the www environment. Chairs the HECSA/HQUSACE www groups/boards and ensures compliance with all regulatory guidance and security responsibilities.
18. Establishes and maintains the Information Assurance Program (IAP) IAW AR 240-19 for HQUSACE and HECSA to include Army Computer Emergency Response Team (ACERT) alerts, ADP security audits and user training. Coordinates the IAP with the USACE Information Assurance Program Manager (IAPM).

Library Operations Branch.

1. Directs, plans, manages and coordinates HEC Library activities to include the operation of the Chief of Engineers Library.
2. Interprets, develops and implements policies and procedures, furnishes technical advice and provides assistance on all matters relating to Library operation functions associated with HECSA and HQUSACE.
3. Serves as the HECSA Information Management senior advisory official for Library operations.
4. Develops and submits library budget for library resources, supplies and equipment.

5. Maintains general and specialized collections of materials in support of the missions and history of the USACE for the HQUSACE, HECSA, and tenants of the Humphreys Engineer Center. Materials include but not limited to books, technical reports, periodicals, maps, slides, official publications, standards, specifications and recordings. In addition to hardcopy, formats include but not limited to microfilm, microfiche, computer software, audio and video records, CD-ROM, Internet and Intranet sources and on-line commercial databases.
6. Conducts and performs acquisitions, cataloging and classification, reference, research, interlibrary loans, and computerized databases searching.
7. Conducts group and individual training on database searching, search strategies and use of information products utilized by the library for desktop delivery. Provides current awareness (CA) and selective dissemination of information (SDI) profiling for individuals on electronic databases where licenses are available.
8. Maintains Library Liaison at HQUSACE to facilitate and coordinate activities with the physical library.
9. Publicizes and provides library visibility through media events such as open house forums, displays, demonstrations of new services and equipment and employee orientations.

Visual Information Branch.

1. Services as the proponent for visual information products at both HEC and HQUSACE (GAO) in support of HECSA, HQUSACE and other supported activities. Provides expert advice and guidance on VI products and services to customers.
2. Visual Information services available include:
 - a. Photography (conventional film & digital) including still, on-site event, and off-site, portrait and studio photography.
 - b. Graphics (conventional digital) including design, layout, and production.
 - c. Audiovisual (AV) including AV loan, scheduling, maintaining and operating video teleconferencing systems (portable and fixed), and in-house video production services.
3. Manages and provides daily support for both the HEC Conference and Training Center and the GAO USACE Conference Center.
4. Maintains liaison between contractors, government and private industry. Monitors, evaluates and ensures contractor compliance with performance criteria.

Printing and Publications Branch.

1. Plans and manages HECSA and HQUSACE printing/reproduction programs. Duties include: printing and duplicating/copying, design, production and procurement of printed materials.
2. Oversees HECSA and HQUSACE Printing and Distribution Program to ensure the essentiality and economy of procurement, standardization, distribution, and storage of printing and duplicating material.
3. Procures or provides printing and duplicating services for HECSA and HQUSACE. Responsible for maintenance contracts for all copiers. Provides repairs for all FAX machines and copiers. Provides chemicals for all copiers. Provides all paper for copiers, printers, and FAX machines.
4. Maintains liaison with the Defense Printing Service, Government Printing Office and contract printers for the production of HQUSACE/HECSA printing.
5. Provides technical guidance regarding methods of producing end products and devises printing and binding specifications.
6. Maintains and prepares Army Printing, Publication Agency, and Joint Committee printing data.
7. Compiles budget estimates for HQUSACE/HECSA publications, forms, etc. and maintains budget of printing funds for certain Corps-wide publications and for the walk-up floor copiers.
8. Prepares the CEHEC-IM budget. Provides quarterly reports to Office and Branch Chiefs. Ensures that all budget data is accurate and submitted on-time by working with each of the individual IM Branch Chiefs.
9. Operates the HQUSACE/HECSA unclassified mailroom to include metering, opening, sorting, routing and delivering mail.
10. Develops procedures and operates the DoD Mailroom which involves receipt and dispatch of all incoming and outgoing mail, processing controlled mail including registered, certified, express and confidential mail requirements for HQUSACE and HEC tenants, and sorting, routing and delivering mail for DoD tenants.
11. Corps-wide responsibility for UACE NATO Control Register.
12. Develops procedures and operates the HQUSACE/HEC special messenger service between the GAO Building, HEC buildings and other selected Government buildings in the metropolitan area.

13. Performs annual inspections of all HECSA and HQUSACE directorate and separate office records management practices to determine effectiveness and make recommendations for corrections and/or improvements.
14. Conducts training classes to provide personnel with understanding and techniques needed to properly create, maintain, and dispose of Army records.
15. Provides on-on-one training to records management coordinators and end users on the proper use of the Electronic Data Management System (EDMS).
16. Serves as the EDMS Records Manager for HQUSACE and HECSA records. Responsible for records from creation to final disposition. This function includes providing EDMS files maintenance and disposition guidance.
17. Oversees duties performed by directorate and separate office records management coordinators to ensure compliance with policies and procedures.
18. Conducts periodic audit trails on EDMS records filing operations and system maintenance activities to ensure proper use and compliance within the system.
19. Manages the temporary Records Holding facility at the HEC complex. Duties include storage and disposal of official temporary records with dispositions of five years or less.
20. Operates the EDMS Scanning facility for HQUSACE and HECSA at the G. Street location. Duties include scanning documents into the EDMS and maintaining the records after inclusion into EDMS. Provides technical assistance regarding use of the EDMS system.
21. Provides technical guidance in using the ARMIS system for Records Management. Ensures that all HECSA and HQUSACE directorates and separate offices are in compliance the ARMIS
22. Operates and maintains the OCE Publications Depot that receives and distributes publications and forms to HQUSACE, HECSA and all Divisions and Districts within USACE.
23. Provides storage of publications and forms.
24. Provides courier service for pick-up and delivery within the Washington Metropolitan Area.
25. Receives and ships all Corps Water Safety Products.
26. Maintains the Department of the Army's DA 12 Series.

27. Orders publications and forms from the St. Louis Distribution Center.
28. Maintains HQUSACE account for Army Publications and Forms.

Institute Water Resources (IWR)

MISSION. The U.S. Army Corps of Engineers Institute for Water Resources was formed to provide forward-looking analysis and research in developing planning methodologies to aid Civil Works program. Since its beginnings in 1969, the Institute was envisioned to provide the Corps with long-range planning capabilities to assist in improving the civil works planning process. Thirty-two years later, the Institute continues to provide the Civil Works program with a variety of products to enhance the Corps of Engineers water resources development planning. In July 2000, the Corps Hydrologic Engineering Center at Davis, CA and the Corps's Navigation Data Center in Alexandria, VA were added to the Institute. The Hydrologic Engineering Center is a world-renowned research and development, training, and consulting organization in the area of hydrologic engineering and hydrologic models. The Navigation Data Center is the Corps data collection organization for waterborne commerce, vessel characteristics, port facilities, dredging information, and information on navigation locks.

Marine Design Center (MDC)

(Philadelphia District's Information Management Office supports MDC for their IM/IT Requirements.)

MISSION. The Marine Design Center is the Corps of Engineers center of expertise and experience for the development and application of innovative strategies and technologies for naval architecture and marine engineering. We provide total project management including planning, engineering, and shipbuilding contract management in support of Corps, Army, and national water resource projects in peacetime, and augments the military construction capacity in time of national emergency or mobilization.

